



JOB DESCRIPTIONS AND PERSON SPECIFICATIONS MANUAL

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OFFICE OF THE CHANCELLOR

JOB TITLE : CHANCELLOR

Salary Scale : N/A

Responsible to : Visitor
University Council

Responsible for:

Directly : Vice Chancellor

Indirectly : Deputy Vice Chancellor/ Finance and Administration
Deputy Vice Chancellor/ Academic Affairs

PURPOSE OF THE JOB

- To provide titular headship of the University.

DUTIES AND RESPONSIBILITIES

(a) Leadership and Authority

1. Presides at all ceremonial assemblies of the University.
2. Confers degrees and other academic titles and distinctions in the name of the University.
3. Causes visitation of the University by a person or persons for the purposes specified in the directive.
4. Appoints the Vice Chancellor of the University on the recommendation of the University Council.
5. Appoints Principals of constituent colleges of the University on the recommendation of the University Council.

(b) Responsibility to the Visitor

1. Causes visits to the University by the Visitor or as instructed by the Visitor and makes available any facilities or assistance as may be required in accordance with the law.
2. Causes action on recommendations of reports of visitation as instructed by the Visitor in accordance with the law.

KEY OUTPUTS

- a) Attendance to all ceremonial assemblies of the University or delegation of the authority.
- b) Degrees and other academic titles and distinctions conferred.
- c) Visitations to the University conducted as instructed by the Visitor and the necessary support for the visit provided.
- d) Vice Chancellor of the University appointed.
- e) Principals of constituent colleges of the University appointed.
- f) Viable recommendations of the visitation communicated and follow up action coordinated and reported to Visitor.

PERSON SPECIFICATIONS

- i. Should possess outstanding academic qualifications and administrative experience and capability.
- ii. Should have an earned Ph.D. degree from a recognized University and should be at the rank of Professor.
- iii. Should have excellent record of scholarship, administration, teaching, research and service to the public of not less than ten (10) years.
- iv. Should have extensive knowledge and five (5) year experience of University systems.
- v. Should have extensive management, communication, people and negotiation skills.

OFFICE OF THE VICE CHANCELLOR

JOB TITLE: VICE CHANCELLOR

Salary Scale: M1

Responsible to: Chancellor
University Council

Responsible for:

Directly: Deputy Vice Chancellor/ Finance and Administration
Deputy Vice Chancellor/ Academic Affairs
University Secretary
Academic Registrar
University Librarian
Dean of Students
Director/ Internal Audit
Religious Leaders – As provided in the Constitution

Indirectly: University Bursar
Deans of Faculties or Schools
Directors of Institutes, Colleges or other academic bodies

PURPOSE OF THE JOB

- To provide academic and administrative leadership to the University for the effective management and efficient use of human and fiscal resources in compliance with the law, University Regulations and Strategic Plan.

DUTIES AND RESPONSIBILITIES

(a) Policy and Planning Formulation

1. Spearheads and co-ordinates the development and review of policies, strategic plans and other interventions designed to achieve growth, academic and professional excellence in University programs.

(b) Management and Fiscal Control

1. As the Chief Executive of the University is responsible for maintaining efficiency, effectiveness and good governance of the University.
2. Provides efficient leadership to the University through coordinating the effective implementation of strategic management plans and Council decisions.
3. Directs and supervises the Senior Management Team responsible for the academic, financial and administrative functions of the University and monitors their performance in line with the prescribed performance targets.
4. Mobilizes both internal and external resources necessary for the implementation of the University policies, plans and programs.
5. Oversees the acquisition and fair allocation of resource to various University academic bodies and administrative units.

(c) Responsibility to Council

1. Is a Member of the University Council and presents the University position and recommendations on various issues and challenges requiring Council intervention as prescribed by law.
2. Causes to be prepared and submits specific reports to Council as instructed.
3. Responsible to the Council for the general conduct and discipline of University staff and students.

(d) Responsibility to Senate

1. As Chairperson of the Senate, directs the implementation of Senate decisions.

(e) External Liaison

1. Represents the University externally in order to promote awareness and understanding of the University mission, objectives, policies and programs.
2. Key spokesperson of the University on all matters.

KEY OUTPUTS

- a) University policies, strategic plans and other interventions developed and implemented.
- b) Efficient, effective and good governance of the University.

- c) Timely and effective implementation of strategic plans, Council and Senate decisions.
- d) Attainment of set performance targets by the Senior Management Team.
- e) Adequate resources for implementation of the University policies, plans and programs.
- f) Resources acquired and fairly and equitably allocated to various University units.
- g) Timely and quality reporting on University operations to Council.
- h) Good conduct on part of staff and students.
- i) Positive public awareness and publicity for the University.

PERSON SPECIFICATIONS

- i. Should possess outstanding academic qualifications and administrative experience and capability.
- ii. Should have an earned Ph.D. degree from a recognized University and should be at the rank of at least Associate Professor.
- iii. Should have excellent record of scholarship, administration, teaching, research and service to the public of not less than ten (10) years.
- iv. Should have extensive knowledge of University administration.
- v. Should have good people skills.
- vi. Should have good management, communication and negotiation skills.
- vii. Should have the ability to attract resources and other forms of support for University programs.

JOB TITLE: DEPUTY VICE CHANCELLOR/ ACADEMIC AFFAIRS
Salary Scale: M2
Responsible to: Vice Chancellor
Responsible for: Academic Registrar
Director/ Graduate Training
Director/ Research and Publications
Deans of Faculties or Schools
Directors of Institutes, Colleges or other academic bodies
Deputy Director/ Quality Assurance

PURPOSE OF THE JOB

- To provide leadership and coordination of teaching, research and publications matters including policy and standards.

DUTIES AND RESPONSIBILITIES

1. Initiates, obtains approval of and promotes policies, plans and programs that enhance the academic and professional excellence of the University.
2. Oversees the development, implementation and review of the policy framework for monitoring the quality, standards and management of the University's academic programs.
3. Oversees the preparation of budgets, including research budgets, for all Faculties, Schools, Institutes, Colleges or other academic bodies.
4. Oversees the planning, development and review of undergraduate, post graduate, research programs and any other academic programs of the University.
5. Oversees the selection and admission of students.
6. Initiates and coordinates the development and review of curricula for academic programs offered at the University.
7. Monitors compliance in setting and marking all examinations in accordance to established regulations.
8. Coordinates the appointment of academic staff and external examiners.

9. Oversees optimal utilization and management of existing teaching and research funds and facilities.

KEY OUTPUTS

- a) Comprehensive and sound academic policies, plans and programs developed and implemented.
- b) Framework for monitoring quality, standards and management of academic programs developed and implemented.
- c) Budgets for all Faculties, Schools, Institutes, Colleges or other academic bodies developed.
- d) Undergraduate, post-graduate, research programs and other academic programs of the University planned, developed, implemented, reviewed and continuously improved.
- e) Students admitted on merit and in accordance with existing regulations.
- f) Regulations for setting and marking examinations adhered to.
- g) Distinguished scholars recruited and retained and suitable External Examiners appointed.
- h) Research projects carried out successfully and publications made.
- i) Teaching and research funds and facilities optimally utilised.

PERSON SPECIFICATIONS

- i. Should have an earned Ph.D. degree with excellent record of teaching, research and administration.
- ii. Should have five (5) years proven experience of management in a reputable institution, broad knowledge of academic systems and should be at the rank of at least Associate Professor.
- iii. Should have good leadership, communication and people skills.

JOB TITLE: DEPUTY VICE CHANCELLOR/ FINANCE & ADMINISTRATION

Salary Scale: M2

Responsible to: Vice Chancellor

Responsible for: Deputy Director/ University Hospital
Deputy Director/ Communications and Branding
Deputy Director/ Counseling and Guidance
Administrative Officer

Indirectly: University Secretary
University Bursar

PURPOSE OF THE JOB

- To ensure efficient and sound financial management, planning, prudent investment and administration of the University.

DUTIES AND RESPONSIBILITIES

1. Advises and guides the preparation and implementation of the University's recurrent and development budgets.
2. Oversees development, roll out and review of the University's Strategic Plan, investment portfolios and operational plans.
3. Oversees the development and implementation of a policy framework for the use and management of the University's fiscal and human resources and other assets in accordance with approved regulations.
4. Monitors income, banking and expenditure of all income generating units for compliance with the University's approved policy, plans, budgets and regulations.
5. Oversees the production of performance reports on finance and administration by all academic and administrative units of the University.
6. Monitors the development and implementation of staff development programs.
7. Monitors acquisition, utilization and disposal of University assets and management of the Assets Register.
8. Oversees the mobilization of resources for various activities of the University.
9. Oversees the management of security at the University.

KEY OUTPUTS

- a) Timely preparation, implementation and reporting on the University's budgets.
- b) Viable strategic and operational plans and investment portfolios developed and implemented.
- c) Policy framework for proper management of the University's fiscal and human resources and other assets developed and implemented.
- d) Compliance of all University units to financial policy monitored.
- e) Reporting on financial performance by all University units done.
- f) Development and implementation of staff development programs monitored.
- g) Acquisition, utilization and disposal of assets and management of the Assets Register monitored.
- h) Security at the University managed.

PERSON SPECIFICATIONS

- i. Should have an earned PhD.
- ii. Should have at least ten (10) years of proven experience in management of finances and administration, five (5) of which should have been at a senior management level gained from a reputable institution.
- iii. Should have good communication, negotiation and people skills.

JOB TITLE : SENIOR ADMINISTRATIVE OFFICER/ PERSONAL ASSISTANT TO VICE CHANCELLOR

Salary Scale : M5

Responsible to : Vice Chancellor

Responsible for : Administrative Staff

PURPOSE OF THE JOB

- To manage the calendar and general administration of the Office of the Vice Chancellor.

DUTIES AND RESPONSIBILITIES

1. Schedules appointments, organizes and takes minutes of meetings called by the Vice Chancellor.
2. Is minute Secretary for meetings of the Office of the Vice Chancellor.
3. Provides timely notification to the Vice Chancellor of schedules on the calendar.
4. Manages records of important contacts to the Office of the Vice Chancellor.
5. Drafts administrative and other correspondences for the Vice Chancellor as instructed.
6. Undertakes official administrative assignments as instructed by the Vice Chancellor.
7. Participates in the organization of University ceremonies and events involving the Vice Chancellor.
8. Organises both local and international itineraries for the office including confirming travel, freight and hotel reservations.
9. Compiles relevant data or information for the Vice Chancellor as instructed.
10. Drafts speeches or briefs for the Vice Chancellor.
11. Oversees the security of persons and documents of the Office.
12. Supervises and appraises the administrative support staff deployed to the Office.
13. Provides regular briefs to the Vice Chancellor on the functioning of the Office.

KEY OUTPUTS

- a) Appointments, meetings and other events scheduled, organized and managed.
- b) Timely notification of schedules on the Vice Chancellor's calendar tendered.
- c) Records of important contacts to the Office managed.
- d) Administrative and other correspondences drafted.
- e) Official administrative assignments by the Vice Chancellor undertaken.
- f) Support in the organization of University ceremonies and events involving the Vice Chancellor provided.
- g) Travel arrangements for the Vice Chancellor managed.
- h) Data or information required by the Vice Chancellor compiled.
- i) Speeches or briefs for the Vice Chancellor drafted.
- j) Security of the office managed.
- k) Administrative support staff of the Office supervised and appraised.
- l) Regular brief to the Vice Chancellor on the functioning of the Office tendered.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or Business Studies (Management option) or a related field from a recognized institution.
- ii. Should have at least five (5) years of experience in administration gained from a reputable organization.
- iii. Should be highly organized, mature and capable of interacting with high profile persons.
- iv. Should have people skills.
- v. Should be computer literate.

JOB TITLE : ADMINISTRATIVE OFFICER
Salary Scale : M6
Responsible to : Senior Administrative Officer
Responsible for : Support Staff

PURPOSE OF THE JOB

- To carry out general administration of the Office of the Vice Chancellor.

DUTIES AND RESPONSIBILITIES

1. Schedules appointments, organizes and takes minutes of meetings called by the Deputy Vice Chancellors.
2. Provides timely notification to the Deputy Vice Chancellors of schedules on the calendar.
3. Manages records of important contacts to the Offices of the Deputy Vice Chancellors.
4. Drafts administrative and other correspondences for the Deputy Vice Chancellors as instructed.
5. Undertakes official administrative assignments as instructed by the Deputy Vice Chancellors.
6. Participates in the organization of University ceremonies and events involving the Deputy Vice Chancellors.
7. Organises both local and international itineraries for the office including confirming travel, freight and hotel reservations.
8. Compiles relevant data or information for the Deputy Vice Chancellors as instructed.
9. Drafts speeches or briefs for the Deputy Vice Chancellors.
10. Oversees the security of persons and documents of the Office.
11. Supervises and appraises the administrative support staff deployed to the Office.
12. Provides regular briefs to the Deputy Vice Chancellors on the functioning of the Office.

KEY OUTPUTS

- a) Appointments, meetings and other events scheduled, organized and managed.
- b) Timely notification of schedules on the Deputy Vice Chancellor's calendar tendered.
- c) Records of important contacts to the Office managed.
- d) Administrative and other correspondences drafted.
- e) Official administrative assignments by the Vice Chancellor undertaken.
- f) Support in the organization of University ceremonies and events involving the Vice Chancellor provided.
- g) Travel arrangements for the Vice Chancellor managed.
- h) Data or information required by the Vice Chancellor compiled.
- i) Speeches or briefs for the Vice Chancellor drafted.
- j) Security of the office managed.
- k) Administrative support staff of the Office supervised and appraised.
- l) Regular brief to the Vice Chancellor on the functioning of the Office tendered.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or Business Studies (Management option) or a related field from a recognized institution.
- ii. Should have at least five (5) years of experience in administration gained from a reputable organization.
- iii. Should be highly organized, mature and capable of interacting with high profile persons.
- iv. Should have people skills.
- v. Should be computer literate.

DIRECTORATE OF GRADUATE TRAINING

JOB TITLE : DIRECTOR/ GRADUATE TRAINING
Salary Scale : M3
Responsible to : Deputy Vice Chancellor/ Academic Affairs
Responsible for : Deputy Director/ Graduate Training

PURPOSE OF THE JOB

- To guide and improve graduate programs in the University and offer advice to students on academic matters.

DUTIES AND RESPONSIBILITIES

1. Monitors the registration status and the progress of Graduate students at different levels and in different Colleges/Schools.
2. Identifies sources of and solicits for funds to support research and Graduate programs.
3. Coordinates research activities of the University and manage the research output; both electronic and print in liaison with relevant University Units to increase its visibility.
4. Strengthens links with other universities and research institutions/organizations on Graduate research activities.
5. Promotes and periodically reviews the University research agenda to reflect the priorities of the University and the Community.
6. Produces an annual update report on completed and on-going research and publications in the University.
7. Provides support to conferences and organizes workshops, seminars, symposia on research activities
8. Develops, implements and regularly reviews financial strategy for the Directorate.
9. Develops and nurtures a culture of excellence in research at the Directorate and the University at large.
10. Develops and manages the digital Academic Records for research, students and related staff.

11. Develops and maintains authors/ researchers' intellectual property rights, copyrights, rights management and other legal issues especially as they apply to primary research in various forms in liaison with the University Library as mandated by the Legal Deposit Act.

KEY OUTPUTS

- a) Registration status and the progress of Graduate students at different levels and in different Colleges/Schools monitored.
- b) Funding sources identified and solicitation made to support research and Graduate programs.
- c) Research activities coordinated and research output managed in liaison with relevant University Units.
- d) Linkages with other universities and research institutions/organizations on Graduate research activities strengthened.
- e) University research agenda promotes and periodically reviewed to reflect the priorities of the University and the Community.
- f) Annual update report on completed and on-going research and publications in the University produced.
- g) Support to conferences provided and workshops, seminars, symposia organised.
- h) Financial strategy developed, implemented and regularly reviewed.
- i) A culture of excellence in research developed and nurtured at the Directorate and the University at large.
- j) Digital Academic Records developed and managed for research, students and related staff.
- k) Authors/researchers' intellectual property rights, copyrights, rights management and other legal issues developed and maintained

PERSON SPECIFICATIONS

- i. Should be a PhD. Holder at the rank of Professor or Associate Professor in any academic discipline.

- ii. Should have at least ten (10) years of excellent record of administration, teaching, research and service in Public Universities five (5) years of which must have been at the rank of Principal, Deputy Principal, Director, Deputy Director, Dean, Deputy Dean, Head of Department or equivalent.
- iii. Should have a high degree of integrity to safeguard the intellectual property of researchers/graduate students and research funds.
- iv. Should have proven experience in research, publication, teaching and supervision at graduate level.
- v. Should have a high degree of collaboration and effective promotion of graduate training and research.
- vi. Should be competent in the use of information technologies to support teaching, learning, research and digitization of research output.
- vii. Should have proven experience in grants writing and administration.
- viii. Should be proficient in short-term and long-term research planning, policy development, and assessment.
- ix. Should have proven experience in leadership within the larger organizations.
- x. Should understands effective fiscal management, including planning and controlling budgets, managing existing financial resources and creating and maximizing sources for funding.
- xi. Should have highly developed oral and written communications skills.

JOB TITLE : DEPUTY DIRECTOR/ GRADUATE TRAINING

Salary Scale : M4

Responsible to : Director/ Graduate Training

Responsible for : Senior Assistant Academic Registrar

PURPOSE OF THE JOB

- To support the Director/ Graduate Training in managing and leading graduate programs in the University and advising students on graduate opportunities.

DUTIES AND RESPONSIBILITIES

1. Coordinates registration and examination matters of all graduate students in the University and make recommendations to the Board of Research and Graduate training for senate to consider.
2. Networks with College Boards in the appointment of supervisors and examiners for graduate programs and makes recommendations to the Board of Research and Graduate training.
3. Assesses and interprets the equivalence of foreign academic qualifications for use within the University.
4. Produces a register of Graduate students, a prospectus, brochures and any other bulletins about Graduate studies at the University.
5. Provides general academic oversight across postgraduate programs and modules
6. Strengthens and maintains links with other Universities and Institutes or Organisation on postgraduate training activities.
7. Produces and periodically reviews the Postgraduate academic programs to reflect the priorities of the University and the Community.
8. Provides courses and organizes workshops, seminars and support to conferences on postgraduate training activities.
9. Develops and nurtures a culture of excellence in postgraduate training at the Directorate and the University at large.
10. Performs any other duties as may be assigned by the Director/ Graduate Training.

KEY OUTPUTS

- a) Registration and examination matters of all graduate students in the University coordinated and recommendations made to the Board of Research and Graduate training.
- b) The equivalence of foreign academic qualifications assessed and interpreted for use within the University.
- c) A register of Graduate students, a prospectus, brochures and any other bulletins about Graduate studies at the University produced.
- d) General academic oversight across postgraduate programs and modules provided.
- e) Links with other Universities and Institutes or Organisations on postgraduate training activities strengthened and maintained.
- f) Postgraduate academic programs produced and periodically reviewed in line with the priorities of the University and the Community.
- g) Courses provided; workshops, seminars organised and conferences supported on postgraduate training activities.
- h) A culture of excellence in postgraduate training developed and nurtured at the Directorate and the University at large.

PERSON SPECIFICATIONS

- i. Should have a PhD holder and be at the rank of Associate Professor or above in any academic discipline.
- ii. Should have at least seven (7) years of excellent record of administration, teaching, research and service in Public Universities.
- iii. Should have a high degree of integrity to safeguard the academic integrity of the students and staff.
- iv. Should possess high moral standards and irrevocable commitment to best practices in scholarly leadership, accountability, transparency and probity.
- v. Should have proven experience in teaching and supervision at graduate level based on strong commitment to values of merit, consistency, culture of innovation and fairness.

- vi. Should have a high degree of collaboration and effective promotion of graduate training activities in the university.

JOB TITLE : SENIOR ASSISTANT ACADEMIC REGISTRAR
Salary Scale : M5- M6.1
Responsible to : Deputy Director
Responsible for : Database Administrator

PURPOSE OF THE JOB

- To supervise the processing of admissions, registration and examinations for graduate studies, manage related records and provide career guidance to students.

DUTIES AND RESPONSIBILITIES

1. Manages the recruitment processes of graduate students.
2. Manages the registration of students.
3. Monitors the conduct of examinations.
4. Monitors student academic progress.
5. Analyzes post graduate student population data and produces reports for informing recruitment initiatives and studentship allocation decisions.
6. Initiates and implements quality assurance processes for research degree programs in the University.
7. Monitors and evaluates the performance of Graduate School funded initiatives and produces annual reports.
8. Manages student appeal cases.
9. Performs any other duties as may be assigned by the Deputy Director from time to time.

KEY OUTPUTS

- a) Recruitment processes of graduate students managed.
- b) Registration of students managed.
- c) Conduct of examinations monitored.
- d) Student academic progress monitored.

- e) Post graduate student population data analyzed and develops reports produced. Quality assurance processes for research degree programs initiated and implemented.
- f) Performance of Graduate School funded initiatives monitored and evaluated and annual reports produced.
- g) Student appeal cases managed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree from a recognized institution.
- ii. Should have a minimum of five (5) years working experience, two (2) of which should have been at a senior administrative level of a reputable academic institution.
- iii. Should have good interpersonal and effective communication skills.
- iv. Should have a high level of integrity.
- v. Should be computer literate.

DIRECTORATE OF RESEARCH AND PUBLICATIONS

JOB TITLE : DIRECTOR/ RESEARCH AND PUBLICATIONS

Salary Scale : M3

Responsible to : Deputy Vice Chancellor/ Academic Affairs

Responsible for : Deputy Director/ Research and Publications

PURPOSE OF THE JOB

- To manage matters relating to research and publications and related standards at the University.

DUTIES AND RESPONSIBILITIES

1. Initiates, obtains approval of and promotes policies, plans, standards and programs that will sustain and enhance the conduct of research and publications at the University.
2. Develops, reviews and advises on the implementation of a framework for viable, sustainable and relevant research and publications in University academic programs.
3. Manages the compilation of various school/ faculty/ institute graduate research and publications requirements, in liaison with the Directorate of Graduate Training, to develop an overall University research and publications budget.
4. Lobbies for the acquisition of research grants and grants in aid for publications.
5. Manages the administration of research grants and grants in aid for publication.
6. Coordinates cooperation and networks relating to the conduct of research and publication between the University and other entities in various disciplines.
7. Liaises with the Deans of Faculties/ Institutes and Schools for the development of research programs.
8. Directs monitoring of the quality of implementations of research programs and publications and tenders advice accordingly.
9. Facilitates Principal Investigator meetings including orientation meetings for peer-review of research undertakings.

KEY OUTPUTS

- a) Appropriate policies, plans, standards and programs for the conduct and enhancement of research and publications initiated, approval obtained and promoted.
- b) Framework for viable, sustainable and relevant research and publications developed, reviewed and advice on implementation tendered.
- c) Compilation of overall University research and publications budget managed.
- d) Research grants and grants in aid for publications acquired.
- e) Manages the administration of research grants and grants in aid for publications.
- f) Cooperation and networks relating to the conduct of research and publications acquired and sustained.
- g) Research programs developed.
- h) Quality in implementations of research programs and publications monitored and advice on deviance and challenges tendered.
- i) Principal Investigator meetings for research undertakings facilitated.

PERSON SPECIFICATIONS

- i. Should have a Ph.D. degree from a recognized Institution and should be at the level of at least Professor.
- ii. Should possess an excellent record of scholarship and research of not less than ten (10) years.
- iii. Should have extensive knowledge of research systems in institutions of higher learning.
- iv. Should have people skills cutting across diverse disciplines of academic environment.
- v. Should have good public relations and negotiation skills.
- vi. Should be computer literate.

JOB TITLE : DEPUTY DIRECTOR/ RESEARCH AND PUBLICATIONS

Salary Scale : M4

Responsible to : Director/ Research and Publications

Responsible for : Senior Research Grants Administrator
Database Administrator
Publications Officer/ Editor
Intellectual Property and Technology Development Officer

PURPOSE OF THE JOB

- To deputise the Director in managing matters relating to research and publications and related standards at the University.

DUTIES AND RESPONSIBILITIES

1. Supports the Director in initiating, obtaining approval of and promoting policies, plans, standards and programs that will sustain and enhance the conduct of research and publications at the University.
2. Supports the Director in the development, review and implementation of a framework for viable, sustainable and relevant research and publications in University academic programs.
3. Compiles various school/ faculty/ institute graduate research and publications requirements for the University.
4. Verifies and advises the Director on compliance of research grant and aid for publication applicants to University policies and guidelines.
5. Supports the Director in lobbying for research grants.
6. Supervises staff administering research grants and grants in aid for publications.
7. Supports the Director in coordinating cooperation and networks relating to the conduct of research and publications between the University and other entities in various disciplines.
8. Supports the Director in liaising with the Deans of Faculties/ Institutes and Schools for the development of research programs.

9. Participates in monitoring the quality of implementations of research programs and publications and tenders advice accordingly.
10. Compiles and reports to the Director information regarding progress, outcome and impact of research and publications programs.

KEY OUTPUTS

- a) Support for initiation, approval and promotion of appropriate policies, plans, standards and programs for the conduct and enhancement of research and publications provided.
- b) Support for development, review and implementation of a framework for viable, sustainable and relevant research and publication provided.
- c) University research and publications budgets compiled.
- d) Applications for research grants and aid for publication verified and advice on their University policies and guidelines tendered.
- e) Support for acquisition of research grants and grants in aid for publications provided.
- f) Administration of grants supervised.
- g) Support for the acquisition and sustenance of cooperation and networks relating to the conduct of research and publications provided.
- h) Support for the development of research programs provided.
- i) Monitoring of quality in implementation of research programs and publications done and reports on deviance and challenges tendered.
- j) Reports on progress, outcome and impact of research and publications programs compiled and submitted.

PERSON SPECIFICATIONS

- i. Should have a Ph.D. degree from a recognized University and should be at the level of at least Associate Professor.
- ii. Should possess a good record of scholarship and research of not less than seven (7) years.

- iii. Should have broad knowledge of research systems in institutions of higher learning.
- iv. Should have people skills cutting across diverse disciplines of academic environment.
- v. Should have good public relations and negotiation skills.
- vi. Should be computer literate.

JOB TITLE : SENIOR RESEARCH GRANTS ADMINISTRATOR
Salary Scale : M6.1
Responsible to : Deputy Director/ Research and Publications
Responsible for : Research Grants Administrator

PURPOSE OF THE JOB

- To supervise the administration of research grants.

DUTIES AND RESPONSIBILITIES

1. Prepares calls for grant proposals as directed and communicates feedback after assessment to applicants.
2. Provides technical support and guidance to applicants or those intending to apply for research grants and grants in aid for publications.
3. Supervises the receipt of applications for and processing of research grants and grants in aid for publications for assessment.
4. Engages and guides Principal Investigators in implementing the terms of grants awards including correct and timely submission of agreed deliverables and accountabilities.
5. Prepares relevant documentation for disbursing funds to the Principal Investigators and Publishers.
6. Organises meetings and conferences on matters regarding the management or implementation of research grants.
7. Liaises with the Finance Unit to track and ensure the planned flow of funds to recipients and proper maintenance of disbursement records.
8. Analyses information on grants demands and advise the Deputy Director on projections accordingly.
9. Engages grantees of research grants to compile experiences for learning purposes and knowledge sharing.
10. Develops and maintains a grant tracking matrix and database.

KEY OUTPUTS

- a) Calls for research grant proposals made and feedback after assessment communicated to applicants.
- b) Technical support to applicants or intending applicants of research grants provided.
- c) Receipt and processing of grants applications supervised.
- d) Principal Investigators guided in the implementation of the terms of grants awards.
- e) Documentation for disbursement of grants funds prepared and communicated.
- f) Meetings and conferences for management or implementation of research grants organised.
- g) Planned flow of grants funds and management of related records tracked.
- h) Information on grants demands analysed and projections communicated.
- i) Grants implementation experiences from recipients compiled.
- j) Grant tracking matrix and database developed and maintained.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Commerce, Finance and Accounting, Business Administration (finance or accounting option), Public Administration or Management.
- ii. Should have at least five (5) years of experience in administration three (3) of which should have been in funds management gained from a reputable organization.
- iii. Should have the ability to communicate effectively.
- iv. Should be highly organized with broad knowledge of project management.
- v. Should have the ability to work under pressure.
- vi. Should be able value and act with honesty and openness in relations with others.
- vii. Should be computer literate.

JOB TITLE : RESEARCH GRANTS ADMINISTRATOR
Salary Scale : M6
Responsible to : Senior Research Grants Administrator
Responsible for : N/A

PURPOSE OF THE JOB

- To administer grants.

DUTIES AND RESPONSIBILITIES

1. Assists in preparing calls for grants proposals.
2. Supports the provision of technical support and guidance to applicants or those intending to apply for research grants and grants in aid for publications.
3. Receives and processes applications for grants.
4. Supports the engagement and guidance of Principal Investigators in implementing the terms of grants awards.
5. Assists in preparing relevant documentation for disbursing funds to the grants recipients.
6. Supports the organization of meetings and conferences on matters regarding the management or implementation of grants.
7. Maintains database of grants recipients and record of funds disbursement.
8. Supports the engagement of grantees of research grants to compile experiences for learning purposes and knowledge sharing.
9. Supports the maintenance of the grant database.

KEY OUTPUTS

- a) Preparation of calls for grants proposals supported.
- b) Technical support and guidance to grants applicants provided.
- c) Grants applications received and processed.
- d) Support for engagement and guidance of Principal Investigators in implementing the terms of grants awards provided.
- e) Support for preparing documentation for disbursement of grants funds provided.

- f) Support for the organization of meetings and conferences on grants matters provided.
- g) Database of grants recipients and record of funds disbursement maintained.
- h) Engagement of grantees of research grants to compile experiences done.
- i) Maintenance of the grant database supported.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Commerce, Finance and Accounting, Business Administration (finance or accounting option), Public Administration or Management.
- ii. Should have at least three (3) years of experience in administration two (2) of which should have been specifically in management of funds gained from a reputable organization.
- iii. Should have the ability to communicate effectively.
- iv. Should be organized with good knowledge of project management.
- v. Should have the ability to work under pressure.
- vi. Should have people skills.
- vii. Should be computer literate.

JOB TITLE : PUBLICATIONS OFFICER/ EDITOR
Salary Scale : M6
Responsible to : Deputy Director/ Research and Publications
Responsible for : N/A

PURPOSE OF THE JOB

- To manage the research publications e-repository.

DUTIES AND RESPONSIBILITIES

1. Develops a framework for a functional publications database that allows for easy tapping of Articles and assures the integrity of the data.
2. Sources for and captures research publications in the publications database.
3. Verifies and edits facts about publications including author, content and date of publication prior to uploading on the University website.
4. Follows up on verification of research publications by authorized organs of the University before they are cleared for upload.
5. Sources for and compiles appropriate and relevant publications from varied sources, including the University Library, and various scholars for the University publications database.
6. Maintains an up-to-date listing of available publications e-resources which are communicated to intending users.
7. Engages users of the publications database to promote the service and get a feedback for further improvement.

KEY OUTPUTS

- a) Framework that allows for easy access of publications e-resources and integrity of the data developed.
- b) Research publications sourced, processed and captured in database.
- c) Facts about publications verified prior to uploading on website.
- d) Follow up of verification of research publications by authorized organs before capture done.
- e) Appropriate and relevant publications sourced and compiled for capture.

- f) Up-to-date listing of available publications e-resources managed and communicated.
- g) Users of the publications database service engaged feedback for further improvement acquired.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Library and Information Science or a related field from a recognized institution.
- ii. Should have proven experience of working successfully with institutional repositories and of delivering support for open access publishing of at least three (3) years.
- iii. Should have excellent oral and written communication skills, including the ability to effectively communicate complex information to a variety of audiences.
- iv. Should have well developed computer skills.
- v. Should have well developed organisational skills, including the ability to prioritise work and adopt a flexible approach.
- vi. Should have proven ability to work as a member of a team with limited supervision.

JOB TITLE : INTELLECTUAL PROPERTY AND TECHNOLOGY
DEVELOPMENT OFFICER

Salary Scale : M6

Responsible to : Deputy Director/ Research and Publication

Responsible for : N/A

PURPOSE OF THE JOB

- To provide professional support for managing the University's intellectual property assets by through identification, patenting, licensing, marketing and reporting under the general guidance of the Deputy Director/ Research and Publications.

DUTIES AND RESPONSIBILITIES

1. Identifies technology arising out of research that have commercial applications, evaluates commercial potential of inventions and recommends whether intellectual property protection should be sought.
2. Negotiates and executes agreements between parties to ensure compliance to intellectual property rights.
3. Provides information to university and its legal team to assist in determining intellectual property patentability and to oversee adherence to application timelines.
4. Evaluates software and copyright disclosures, identifies and reviews existing and new contracts and files appropriate copyright registration.
5. Develops appropriate commercialization strategies for intellectual property, including identifying prospective licensees through the use of information bases, discussions with inventors, and contacts obtained through industry affiliation.
6. Prepares non-confidential disclosures and descriptions of intellectual property and related information for potential licensees.
7. Liaises with the Department of Planning and Investment in undertaking market analysis and evaluate market potential and investment opportunities for intellectual property.

8. Encourages and supports development, disclosure, protection, and exploitation of the university's intellectual property by meeting with Faculty and other university inventors to identify potential partners to support and develop their programs.
9. Conducts or organizes sensitization sessions to educate academic staff on intellectual property and commercialization.
10. Performs official related official duties as assigned.

KEY OUTPUTS

- a) Advice and recommendations on seeking intellectual property protection of University research products and inventions after evaluation tendered.
- b) Compliance to legal framework on intellectual property rights after agreements between parties managed.
- c) Information for establishment of property patentability provided and adherence to application timelines followed.
- d) Software and copyright disclosures evaluated, contracts reviewed and application for appropriate copyright registration filed.
- e) Appropriate commercialization strategies for intellectual property developed.
- f) Information on intellectual property for potential licensees prepared and circulated.
- g) Market analysis to evaluate market potential for intellectual property undertaken and reported.
- h) Support for development, disclosure, protection, and exploitation of the university's intellectual property provided.
- i) Sensitization sessions for academic staff on intellectual property and its commercialization conducted or organized.
- j) Official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either in Business Administration, Science, Engineering or related field from a recognized institution.

- ii. Should have at least three (3) years of experience in technology transfer, including one (1) experience specifically in intellectual property protection and commercializing technology.
- iii. Should have good working knowledge of legislation regarding technology transfer and intellectual property.
- iv. Should have an understanding of the commercialization process.
- v. Should be computer literate.

DIRECTORATE OF INTERNAL AUDIT

JOB TITLE : DIRECTOR/ INTERNAL AUDIT

Salary Scale : M3

Responsible to : Vice Chancellor

Responsible for : Deputy Director/ Internal Audit

PURPOSE OF THE JOB

- To head the internal audit function and manage quality assurance in systems of internal financial controls, risk management, corporate governance and fiscal compliance.

DUTIES AND RESPONSIBILITIES

1. Appraises the soundness and application of the accounting, functional and operational systems of the University.
2. Prepares and submits regular reports on the execution of the annual internal audit work plan.
3. Evaluates the effectiveness of and contributes to improvement of internal fiscal control systems and risk management processes of the University.
4. Develops or reviews a quality assurance framework for efficiency and effectiveness in the administration of the programs and operations of the University.
5. Prepares and submits monthly, quarterly and annual Internal Audit reports in accordance with the law.
6. Provides technical guidance on Internal Audit and Audit Committee Charters.
7. Oversees the examination of financial transactions in relation to the applicable laws and University fiscal policies, regulations and procedures.
8. Supports management in the effective discharge of their fiscal responsibilities by furnishing them with analyses, recommendations, counsel and other relevant information.
9. Sets performance targets, supervises and appraises staff in the Directorate.
10. Is minute Secretary to the Audit and Risk Management Committee of Council.

KEY OUTPUTS

- a) Technical guidance on the viability and application of the University's accounting, functional and operational systems tendered.
- b) Reports on the execution of the annual internal audit work plan prepared and submitted.
- c) Technical guidance on integrity of quality assurance and risk management measures provided.
- d) A quality assurance framework for engendering efficiency and effectiveness in the University developed or reviewed.
- e) Monthly, quarterly and annual Internal Audit reports prepared and submitted.
- f) Technical guidance on Internal Audit and Audit Committee Charters tendered.
- g) Compliance to applicable financial laws, policies, regulations and procedures assured.
- h) Reports of financial and risk analyses to Management and Council tendered.
- i) Performance targets set and staff of the Directorate supervised and appraised.
- j) Minutes of the Audit and Risk Management Committee meetings taken and decisions communicated and implemented as directed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in finance and accounting.
- ii. Should have a full professional accounting qualification such as CPA, ACCA, or CIA or CIMA.
- iii. Should be a Member of a recognised professional audit body like the Institute of Internal Auditors, Uganda (IIA) or equivalent.
- iv. Should have ten (10) years working experience in financial management, three (3) of which should have been in audit management gained from a reputable institution.
- v. Should have high integrity with excellent communication, leadership and people skills.
- vi. Should have the ability to analyse and initiate measures to streamline the management of the University fiscal resources and assets.

vii. Should be computer literate.

JOB TITLE : DEPUTY DIRECTOR/ INTERNAL AUDIT
Salary Scale : M4
Responsible to : Director/ Internal Audit
Responsible for : Senior Internal Auditors

PURPOSE OF THE JOB

- To deputise the Director/ Internal Audit in verifying and evaluating risk and contributing to the improvement of risk management and control systems.

DUTIES AND RESPONSIBILITIES

1. Supports the Director/ Internal Audit in developing improvements to systems of internal fiscal control and financial and risk management practices.
2. Conducts analysis on the quality assurance and risk management framework in the administration of the University programs and operations and submits reports to the Director/ Internal Audit.
3. Implements and monitors compliance to internal audit standards within the Directorate and where necessary, takes remedial action.
4. Determines audit scope of testing and implementing audit objectives for a given audit.
5. Reviews management responses to issues of non-compliance of financial transactions to applicable laws, University financial policies, regulations and procedures and advises the Director/ Internal Audit accordingly.
6. Monitors and reports on implementation of action as directed by Council arising out of internal audit report recommendations.
7. Conducts internal audit surveys including determination of locations to be visited.
8. Conducts ad-hoc investigations into the integrity of internal fiscal control systems and financial and risk management practices.
9. Oversees the organization of sensitization sessions to educate all staff on issues of fiscal accountability.
11. Performs other official duties as assigned by the Director/ Internal Audit.

KEY OUTPUTS

- a) Enhancement of internal fiscal control systems and financial and risk management practices supported.
- b) Quality assurance and risk management framework analysed and reported.
- c) Internal audit standards enforced and challenges addressed.
- d) Audit scope of testing and implementation of audit objectives established.
- e) Responses to issues of non-compliance of financial transactions reviewed and advised.
- f) Implementation of Council decision on internal audit recommendations monitored and reported.
- g) Internal audit surveys conducted.
- h) Integrity of Internal fiscal control systems and financial and risk management practices investigated and reported.
- i) Sensitization sessions on fiscal accountability organized and managed.
- j) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in finance and accounting.
- ii. Should have a full professional accounting qualification such as CPA, ACCA, or CIA or CIMA.
- iii. Should be a Member of a recognised professional audit body like the Institute of Internal Auditors, Uganda (IIA) or equivalent.
- iv. Should have at least seven (7) years working experience in financial management, three (3) of which should have been a senior management level in a reputable institution.
- v. Should have high integrity with excellent communication, leadership and people skills.
- vi. Should have the ability to analyse and advise on measures to streamline the management of the University fiscal resources and assets.
- vii. Should be computer literate.

JOB TITLE : SENIOR INTERNAL AUDITOR
Salary Scale : M5
Responsible to : Deputy Director/ Internal Audit
Responsible for : Internal Auditor

PURPOSE OF THE JOB

- To head Internal Audit team assignments and provide technical guidance relating to financial, performance, quality assurance, forensic, and IT audits.

DUTIES AND RESPONSIBILITIES

1. Coordinates and reviews audit plans and programs based on the risk profile of the University and advises accordingly.
2. Manages compliance to rules and regulations in all audit engagements.
3. Guides, directs and supervises team/s executing audits.
4. Reviews and submits internal audit reports.
5. Coordinates internal audit activities with Audit Committees and other relevant stakeholders.
6. Assesses and reports on implementation of audit recommendations.
7. Appraises and develops internal audit staff.
8. Performs other official duties as assigned by the Deputy Director/ Internal Audit.

KEY OUTPUTS

- a) Audit plans and programs coordinated, reviewed and advised.
- b) Manages compliance to rules and regulations in all audit engagements.
- c) Audit team/s guided, directed or supervised.
- d) Internal team/s audit reports reviewed and submitted.
- e) Internal audit activities coordinated.
- f) Implementation of audit recommendations assessed and reported.
- g) Internal audit staff appraised and developed.
- h) Other official assigned duties performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in finance and accounting.

- ii. Should have a full professional accounting qualification such as CPA, ACCA, or CIA or CIMA.
- iii. Should be a Member of a recognised professional audit body like the Institute of Internal Auditors, Uganda (IIA) or equivalent.
- iv. Should have at least five (5) years working experience in financial management, three (3) of which should have been at Officer level in a reputable institution.
- v. Should have high integrity with good communication and people skills.
- vi. Should be computer literate.

JOB TITLE : INTERNAL AUDITOR
Salary Scale : M6
Responsible to : Senior Internal Auditor
Responsible for : Assistant Internal Auditor

PURPOSE OF THE JOB

- To provide technical support and undertake internal audit engagements.

DUTIES AND RESPONSIBILITIES

1. Evaluates internal controls to assess level of audit risks and, the appropriateness of risk management policies and procedures.
2. Executes audit programs including routine financial audit; performance audit, IT audit and other special audits.
3. Reviews work papers and other documentation with financial implications.
4. Follows up Council approved recommendations from previous audits.
5. Drafts audit findings and conclusions.
6. Compile audit findings for the attention of the Senior Internal Auditor.
7. Performs other official duties as assigned by the Senior Internal Auditor.

KEY OUTPUTS

- a) Internal controls, risk challenges and risk management evaluated and reported.
- b) Execution of audit programs done.
- c) Work papers and other documentation reviewed.
- d) Implementation of Council approved audit recommendations managed.
- e) Audit findings and conclusions reported.
- f) Audit findings for reporting compiled.
- g) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in finance and accounting.
- ii. Should have a full professional accounting qualification such as CPA, ACCA, or CIA or CIMA.

- iii. Should be a Member of a recognised professional audit body like the Institute of Internal Auditors, Uganda (IIA) or equivalent.
- iv. Should have at least three (3) years working experience in financial management of a reputable institution.
- v. Should have high integrity with good communication and people skills.
- vi. Should be computer literate.

JOB TITLE : ASSISTANT INTERNAL AUDITOR
Salary Scale : M7
Responsible to : Internal Auditor
Responsible for : N/A

PURPOSE OF THE JOB

- To conduct routine internal audit engagements in accordance with existing regulations and guidelines.

DUTIES AND RESPONSIBILITIES

1. Verifies receipts, matches and undertakes on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments.
2. Compiles accountability returns, verifies and retires advance ledgers.
3. Maintains primary financial records and up-to-date books of account.
4. Prepares periodic reconciliations of financial statements and carries out monthly cash book reconciliations to bank statements.
5. Verifies payroll change requests and reports to ensure correctness of computations, payments and deductions; certifies and follows-up approvals and payment to beneficiaries.
6. Performs other official duties as assigned by the Internal Auditor.

KEY OUTPUTS

- a) Documentation of financial transactions verified prior to effecting payments.
- b) Accountability returns compiled and advance ledgers verified and retired.
- c) Primary financial records maintained and books of accounts up-to-dated.
- d) Reconciliations of financial statements prepared monthly cash book reconciliations to bank statements done.
- e) Payroll change requests and reports verified and approvals and payments to beneficiaries certified and followed up.
- f) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in Finance and Accounting.
- ii. Should have high integrity with good communication and people skills.
- iii. Should be computer literate.

COMMUNICATIONS AND BRANDING UNIT

JOB TITLE : ASSISTANT DIRECTOR/ COMMUNICATIONS AND
BRANDING

Salary Scale : M4

Responsible to : Vice Chancellor

Responsible for : Senior Communications and Branding Officer

PURPOSE OF THE JOB

- To oversee the dissemination of information and marketing of the University to the public domain, in the region and internationally through various platforms.

DUTIES AND RESPONSIBILITIES

1. Develops and reviews proposals to the communications and branding strategy of the University including inputs to content, distribution, audience and market.
2. Advises on the design of the University website and e-communication.
3. Liaises with other Units for the effective marketing and distribution of University products including inventions and innovations.
4. Oversees advertisements and the positive packaging and branding of the University's image to the public, potential students and staff within and outside the country.
5. Directs the development of programs on mass media platforms, including social media that will reflect the contribution of the University and its achievements in the provision of higher education.
6. Directs the conduct of market analysis and research to identify trends and opportunities for the University.
7. Manages the editorial marketing of University programs and products through various media and other publicity platforms that include use of broadcasting houses, social internet networks, print and electronic media and events like workshops, seminars or conferences.

8. Organises and manages marketing exhibitions and promotional campaigns to showcase the University's learning environment and its achievements in research, community service, innovation, invention and national development.
9. Establishes and maintains positive networks with media houses and marketing institutions of benefit to the University.
10. Organises and manages media coverage and publicity for University ceremonies, occasions and events including graduation, sports and games events and public lectures and debates.
11. Advises on or responds to adverse publicity or complaints, on behalf of the University as delegated, in accordance with the University's communication policies and strategies.
12. Analyses and reports on the overall perception of the readership, public, visitors and clients of the University on its services and products.
13. Supervises, mentors, coaches, counsels staff and appraises staff of the Unit.

KEY OUTPUTS

- a) Proposals for University's communications and branding strategy developed or reviewed.
- b) Advice on design of the University website and e-communication tendered.
- c) University products marketed and distributed.
- d) Advertisements, positive packaging and branding of the University managed.
- e) Programs for mass media platforms, including social media, developed.
- f) Market analyses and research conducted.
- g) Editorial marketing of University programs and products managed.
- h) Marketing exhibitions and promotional campaigns organized and managed.
- i) Positive relations with media houses and marketing institutions established and maintained.
- j) Media coverage and publicity for University ceremonies, occasions and events organized and managed.
- k) Response or advice on adverse publicity or complaints provided.

- l) Public perception about the services and products of the University analysed and reported.
- m) Unit staff supervised, mentored, coached, counseled and appraised.

PERSON SPECIFICATIONS

- i. Should have a Masters' degree in Business Administration, Finance, Marketing or Mass Communication.
- ii. Should have at least seven (7) years' experience in public relations and marketing duties in a reputable institution, three (3) of which should have been at senior management level.
- iii. Should have well developed communication and leadership skills.
- iv. Should have excellent negotiation and relationship management skills to build and maintain credibility and influence with internal and external stakeholders.
- v. Experience in management of digital communications channels including social media is an added advantage.
- vi. Should have the ability to work with or lead multi-disciplinary technical teams in different situations.
- vii. Should be computer literate.

JOB TITLE : SENIOR COMMUNICATIONS AND BRANDING
OFFICER

Salary Scale : M5

Responsible to : Vice Chancellor

Responsible for : Deputy Director/ Communications and Branding

PURPOSE OF THE JOB

- To market and generate positively publicity for the University and its products.

DUTIES AND RESPONSIBILITIES

1. Designs material or programs that project and promote a positive image of the University to the public through various platforms.
2. Supports the Deputy Director/ Communications and Branding and liaises with media houses and marketing associations to maintain positive cooperative and harmonious relations.
3. Conducts market surveys and advises the Deputy Director/ Communications and Branding on the viability, distribution opportunities and pricing of University products with market potential.
4. Edits the content for dissemination including press releases, newsletters, magazines, bulletins and other publications
5. Markets the University programs through advertisements, exhibitions, radio and television talk shows, conferences and other suitable fora.
6. Supervises the design and conduct of surveys on public opinion about the programs and products of the University.
7. Supports the Deputy Director/ Communications and Branding in responding to adverse publicity or complaints about the University in accordance with the University's communication strategy.
8. Supports the Deputy Director/ Communications and Branding to develop proposals to the communications and branding strategy of the University.
9. Prepares advertisements for the public domain or website on the University's academic programs, schedules, events, pricing and activates and other relevant information.

10. Supervises the conduct of marketing exhibitions and promotional campaigns to showcase the University's learning environment and its achievements in research, community service, innovation, invention and national development.
11. Establishes and maintains positive networks with media houses and marketing institutions of benefit to the University.
12. Participates in media coverage and publicity events for University ceremonies, occasions and events including graduation, sports and games events and public lectures and debates.
13. Supervises, mentors, coaches, counsels staff and appraises lower level staff of the Unit.

KEY OUTPUTS

- a) Publicity material or programs designed.
- b) Establishment and maintenance of positive relations with media houses and marketing institutions supported.
- c) Market surveys conducted and advice on the viability, distribution opportunities and pricing of University products tendered.
- d) Content for dissemination edited.
- e) University marketed.
- f) Design and conduct of surveys on public opinion about the University supervised.
- g) Supports the Deputy Director/ Communications and Branding in responding to adverse publicity or complaints about the University in accordance with the University's communication strategy.
- h) Support to response on adverse publicity or complaints provided.
- i) Advertisements about the University for the public domain or website prepared.
- j) Marketing exhibitions and promotional campaigns supervised.
- k) Networks with media houses and marketing institutions established and maintained.
- l) Media coverage and publicity events supported.
- m) Lower level staff supervised, mentored, coached, counseled and appraised.

PERSON SPECIFICATIONS

- i. Should have a Masters' degree in Business Administration, Finance, Marketing or Mass Communication.
- ii. Should have at least five (5) years' experience in public relations and marketing duties in a reputable institution, two (2) of which should have been at senior management level.
- iii. Should have well developed communication and leadership skills.
- iv. Should have good negotiation and relationship management skills to build and maintain positive networks with internal and external stakeholders.
- v. Experience in management of digital communications channels including social media is an added advantage.
- vi. Should be computer literate.

JOB TITLE : COMMUNICATIONS AND BRANDING OFFICER
Salary Scale : M6
Responsible to : Senior Communications and Branding Officer
Responsible for : Assistant Communications and Branding Officer

PURPOSE OF THE JOB

- To support the implementation of the University's marketing and branding strategies and initiatives.

DUTIES AND RESPONSIBILITIES

1. Organises and implements public relations programs which promote the image of the University.
2. Makes arrangements for press conferences, articles, press releases, radio and T.V. programs.
3. Participates in publicity cover for University ceremonies, occasions and events including graduation, sports and games events and public lectures and debates.
4. Participates in the conduct of market surveys on the viability, distribution opportunities and pricing of University products with market potential.
5. Participates in the conduct of surveys on public opinion about the programs and products of the University.
6. Drafts content for dissemination to the public for consideration by the Supervisor.
7. Forges beneficial linkages with other institutions in respect of communications and branding.
8. Designs material or programs that project and promote a positive image of the University to the public through various platforms.
9. Participates in media coverage and publicity events for University ceremonies, occasions and events including graduation, sports and games events and public lectures and debates.
10. Supervises, mentors, coaches, counsels staff and appraises lower level staff of the Unit.
11. Performs any other duties that may be assigned by the Supervisor.

KEY OUTPUTS

- a) Public relations plans and programs prepared and implemented.
- b) Arrangements for publicity made.
- c) Publicity cover for University ceremonies, occasions and events including graduation, sports and games events and public lectures and debates done.
- d) Market surveys conducted.
- e) Public opinion surveys conducted.
- f) Content for dissemination to the public drafted.
- g) Beneficial linkages with other institutions in respect of communications and branding forged.
- h) Material or programs that project and promote a positive image of the University designed.
- i) Media coverage and publicity events for University done.
- j) Lower level staff of the Unit supervised, mentored, coached, counseled and appraised.
- k) Other assigned official duties performed.

PERSON SPECIFICATIONS

- i. Should have a degree in Business Administration, Finance, Marketing or Mass Communication.
- ii. Should have at least three (3) years' experience in public relations and marketing duties of a reputable institution.
- iii. Should have well developed communication skills.
- iv. Should have good negotiation and relationship management skills.
- v. Experience in management of digital communications channels including social media is an added advantage.
- vi. Should be computer literate.
- vii. Should have the ability to work with teams.

JOB TITLE : ASSISTANT COMMUNICATIONS AND BRANDING
OFFICER

Salary Scale : M7

Responsible to : Communications and Branding Officer

Responsible for : N/A

PURPOSE OF THE JOB

- To assist in supporting implementation of the University's marketing and branding strategies and initiatives.

MAIN FUNCTIONS

1. Assists in organizing and implementing public relations programs which promote the image of the University.
2. Assists in making arrangements for press conferences, articles, press releases, radio and T.V. programs.
3. Participates in publicity cover for University ceremonies, occasions and events including graduation, sports and games events and public lectures and debates.
4. Compiles data during the conduct of market surveys on the viability, distribution opportunities and pricing of University products with market potential.
5. Compiles data during the conduct of surveys on public opinion about the programs and products of the University.
6. Drafts content for dissemination to the public for consideration by the Supervisor.
7. Designs material or programs that project and promote a positive image of the University to the public for consideration by the Supervisor.
8. Participates in media coverage and publicity events for University ceremonies, occasions and events including graduation, sports and games events and public lectures and debates.
9. Performs any other duties that may be assigned by the Supervisor.

KEY OUTPUTS

1. Support for organizing and implementing public relations programs provided.
2. Support in making arrangements for publicity provided.

3. Publicity cover for the University done.
4. Data arising out of market surveys compiled.
5. Data arising out of the conduct of surveys on public opinion compiled.
6. Content for dissemination to the public drafted.
7. Draft publicity material or programs designed.
8. Media coverage and publicity events done.
9. Other assigned official duties performed.

PERSON SPECIFICATIONS

- i. Should have a degree in Business Administration, Finance, Marketing or Mass Communication.
- ii. Should have communication skills.
- iii. Should have good interpersonal relationship skills.
- iv. Should be computer literate.
- v. Should have the ability to work with teams.

DIRECTORATE OF QUALITY ASSURANCE

JOB TITLE : DEPUTY DIRECTOR/ QUALITY ASSURANCE

Salary Scale : M4

Responsible to : Director Quality Assurance

Responsible for : Principal Quality Assurance Officer

PURPOSE OF THE JOB

- To ensure quality assurance standards and accreditation of programs for the products of the University in line with national, regional and international criteria.

DUTIES AND RESPONSIBILITIES

- 1.Develops or reviews the quality assurance framework, plans, tools and strategies for approval by Council or other relevant decision-making organ of the University.
- 2.Oversees the University's response to and implementation of Council policies and decisions, quality standards and any other policy or quality requirements as set by the Sector Ministry, National Council for Higher Education or other relevant quality assurance bodies.
- 3.Advises on and monitors quality assurance requirements for teaching, learning, research and community outreach programs.
- 4.Provides technical and professional support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the University.
- 5.Supervises the Quality Assurance teams in their undertakings and oversees the quality assurance and quality enhancement activities of the University.
- 6.Plans, implements and continually improves the quality management systems of the University in conformity with universally acceptable standards.
- 7.Evaluates quality assurance or inspection reports from the various units of the University.
- 8.Oversees the provision of support to University units in eliminating impediments to implementation of quality programs in their internal operations.

9.Coordinates the conduct of quality management system audits and conformity assessments by External Advisors, Assessors and auditing, certification, accreditation or pre-qualification bodies.

10.Oversees and participates in the sensitization, education and training of both staff and other relevant Stakeholders in Quality Management Systems.

11.Prepare and submit to the Deputy Vice Chancellor (AA) periodic reports on quality assurance audits in accordance with the University quality assurance policies.

12.Communicates quality management targets, shortfalls, remedial measures and improved processes and procedures.

13.Performs any other duty that may be assigned to him by the supervisor.

KEY OUTPUTS

- a) Quality assurance framework, plans, tools and strategies developed or reviewed for approval by Council.
- b) Response to and implementation of policies and decisions, quality standards and any quality requirements by recognized decision making authorities managed.
- c) Quality assurance requirements for teaching, learning, research and community outreach programs monitored and advice tendered.
- d) Technical and professional support for implementation or enhancement of quality assurance systems within the University provided.
- e) Quality Assurance teams and quality assurance and quality enhancement activities supervised.
- f) Quality management systems of the University planned, implemented and continually improved.
- g) Quality assurance or inspection reports evaluated.
- h) Provision of technical support in eliminating impediments to implementation of quality programs managed.
- i) Conduct of quality management system audits and conformity assessments coordinated.

- j) Sensitisation, education and training of both staff and other relevant Stakeholders in Quality Management Systems done.
- k) Periodic reports on quality assurance audits prepared and submitted.
- l) Quality management targets, shortfalls, remedial measures and improved processes and procedures Communicated.

PERSON SPECIFICATIONS

- i. Should have an earned PhD from recognized institution, with experience in teaching, research and administration.
- ii. Should have nine (9) years proven experience of management in a recognized institution of higher learning, broad knowledge of academic systems and should be at the rank of Principal Quality Assurance officer or its equivalent for at least three 3 years.
- iii. Should have broad knowledge of the national, regional and international standards, norms and practices as they relate to quality assurance standards of education in institutions of higher learning.
- iv. ISO certification as a qualified Auditor or Assessor is an added advantage.
- v. Should have experience in quality rating and assessment.
- vi. Should be proficient in the use of information technology and distance learning.
- vii. Should have good communication and interpersonal skills.
- viii. Should have a high level of demonstrated personal integrity

JOB TITLE : ASSISTANT DIRECTOR QUALITY ASSURANCE OFFICER
Salary Scale : M5
Responsible to : Deputy Director Quality Assurance
Responsible for : Senior Quality Assurance Officer

PURPOSE OF THE JOB

- To assist the Deputy Director Quality Assurance in managing quality assurance standards and accreditation programs for the products of the University in line national, regional, and international criteria.

DUTIES AND RESPONSIBILITIES

1. Assist in developing or reviewing the quality assurance framework, plans, tools and strategies for approval by Council or other relevant decision-making organ of the University.
2. Assist in overseeing the University's response to and implementation of Council policies and decisions, quality standards and any other policy or quality requirements as set by the Sector Ministry, National Council for Higher or other relevant quality assurance bodies.
3. Advises on and monitors quality assurance requirements for teaching, learning, research and community outreach programs.
4. Provides technical and professional support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the University.
5. Supervises the Quality Assurance teams under him/her in their undertakings and assists in overseeing the quality assurance and quality enhancement activities of the University.
6. Plans, implements and continually improves the quality management systems of the University in conformity with universally acceptable standards.
7. Evaluates quality assurance or inspection reports from the various units of the University.

8. Oversees the provision of support to University units in eliminating impediments to implementation of quality programs in their internal operations.
9. Coordinates the conduct of quality management system audits and conformity assessments by External Advisors, Assessors and auditing, certification, accreditation or pre-qualification bodies.
10. participates in the sensitization, education and training of both staff and other relevant Stakeholders in Quality Management Systems.
11. Participates in the preparation of periodic reports on quality assurance audits in accordance with the University quality assurance policies.
12. Communicates quality management targets, shortfalls, remedial measures and improved processes and procedures.
13. Performs any other official duties assigned by the supervisor.

KEY OUTPUTS

- a) Quality assurance framework, plans, tools and strategies developed or reviewed for approval by Council.
- b) Response to and implementation of policies and decisions, quality standards and any quality requirements by recognized decision making authorities managed.
- c) Quality assurance requirements for teaching, learning, research and community outreach programs monitored and advice tendered.
- d) Technical and professional support for implementation or enhancement of quality assurance systems within the University provided.
- e) Quality Assurance teams and quality assurance and quality enhancement activities supervised.
- f) Quality management systems of the University planned, implemented and continually improved.
- g) Quality assurance or inspection reports evaluated.
- h) Provision of technical support in eliminating impediments to implementation of quality programs managed.
- i) Conduct of quality management system audits and conformity assessments coordinated.

- j) Sensitisation, education and training of both staff and other relevant Stakeholders in Quality Management Systems done.
- k) Periodic reports on quality assurance audits prepared and submitted.
- l) Quality management targets, shortfalls, remedial measures and improved processes and procedures Communicated.

PERSON SPECIFICATIONS

- i. Should have a Masters from a recognized institution.
- ii. An earned PhD degree is an added advantage.
- iii. Should have seven (7) years proven experience of management in a reputable institution of higher learning, three (3) of which should have been at Senior quality Assurance or its equivalent.
- iv. Should have broad knowledge of the national, regional and international standards, norms and practices as they relate to quality assurance standards of education in institutions of higher learning.
- v. ISO certification as a qualified Auditor or Assessor is an added advantage.
- vi. Should have experience in quality rating and assessment.
- vii. Should be proficient in the use of information technology.
- viii. Should have a high level of demonstrated personal integrity.

JOB TITLE : SENIOR QUALITY ASSURANCE OFFICER

Salary Scale : M6.1

Responsible to : Deputy Director/ Quality Assurance

Responsible for : Quality Assurance Officer

PURPOSE OF THE JOB

- To supervise the evaluation of the quality of University processes and products of teaching, learning, research and community service.

DUTIES AND RESPONSIBILITIES

1. Supports the Deputy Director/ Quality Assurance in developing or reviewing the quality assurance framework, tools and strategies for approval by Council or other relevant decision making organ of the University.
2. Monitors compliance to the established quality assurance framework and other legal, policy and strategic requirements and programs.
3. Provides technical and professional support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the University.
4. Supervises the Quality Assurance teams conducting quality assurance and quality enhancement activities of the University.
5. Supports the Deputy Director/ Quality Assurance in planning, implementing and improving the quality management systems of the University.
6. Assesses and advises on the reports generated by the Quality Assurance Teams and quality feedbacks from the various units of the University.
7. Coordinates the provision of technical support to University units in dealing with challenges for implementation of quality programs.
8. Supports the Deputy Director/ Quality Assurance in the conduct of external quality management system audits and conformity assessments.
9. Organises and participates in the sensitisation, education and training both staff and other relevant Stakeholders in Quality Management Systems.

10. Compiles and submits to the Deputy Director/ Quality Assurance regular quality assurance audit or inspections reports.
11. Innovates and advises the Deputy Director/ Quality Assurance on improvement processes and procedures of quality assurance.

KEY OUTPUTS

- a) Supports the Deputy Director/ Quality Assurance in developing or reviewing the quality assurance framework, tools and strategies for approval by Council or other relevant decision making organ of the University.
- b) Monitors compliance to the established quality assurance framework and other legal, policy and strategic requirements and programs.
- c) Provides technical and professional support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the University.
- d) Supervises the Quality Assurance teams conducting quality assurance and quality enhancement activities of the University.
- e) Supports the Deputy Director/ Quality Assurance in planning, implementing and improving the quality management systems of the University.
- f) Assesses and advises on the reports generated by the Quality Assurance Teams and quality feedbacks from the various units of the University.
- g) Coordinates the provision of technical support to University units in dealing with challenges for implementation of quality programs.
- h) Supports the Deputy Director/ Quality Assurance in the conduct of external quality management system audits and conformity assessments.
- i) Organises and participates in the sensitisation, education and training both staff and other relevant Stakeholders in Quality Management Systems.
- j) Compiles and submits to the Deputy Director/ Quality Assurance regular quality assurance audit or inspections reports.
- k) Innovates and advises the Deputy Director/ Quality Assurance on improved processes and procedures of quality assurance.

PERSON SPECIFICATIONS

- i. Should have at least a Masters degree.
- ii. Should have experience in quality rating and assessment.
- iii. ISO certification as a qualified Auditor or Assessor is an added advantage.
- iv. Should be proficient in the use of information technology.
- v. Should have five (5) years proven experience of management in a reputable institution of higher learning and broad knowledge of academic systems.
- vi. Should have good communication and people skills.
- vii. Should have knowledge standards and practices of quality assurance governing Public Universities.
- viii. Should have demonstrated an acceptable level of personal integrity.
- ix. Should be computer literate.

JOB TITLE : QUALITY ASSURANCE OFFICER
Salary Scale : M6
Responsible to : Senior Quality Assurance Officer
Responsible for : Assistant Quality Assurance Officer

PURPOSE OF THE JOB

- To undertake quality assurance evaluation, including inspections, of the University's teaching, learning, research and community service environment.

DUTIES AND RESPONSIBILITIES

1. Compiles data or information for developing or reviewing quality assurance tools.
2. Monitors compliance to the established quality assurance framework and other legal, policy and strategic requirements and programs.
3. Provides technical support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the University.
4. Undertakes the conduct of quality assurance and quality enhancement activities of the University.
5. Prepares and submits quality and inspection reports and reports on feedback from the various units of the University.
6. Provides technical support to University units in dealing with challenges arising after implementation of quality programs.
7. Sensitises, educates and trains both staff and other relevant Stakeholders in Quality Management Systems.
8. Analyses cumulative quality assessments and advises the Senior Quality Assurance Officer accordingly.

KEY OUTPUTS

- a) Data or information for developing or reviewing quality assurance tools compiled.

- b) Compliance to the established quality assurance framework and other relevant regulatory frameworks monitored.
- c) Technical support for implementation or enhancement of quality assurance systems provided.
- d) Quality assurance and quality enhancement activities undertaken.
- e) Quality Assurance and inspection reports and feedback prepared and submitted.
- f) Technical support for dealing with post implementation challenges provided.
- g) Quality Management Systems training, sensitization and education done.
- h) Cumulative quality assessments analyses done and appropriate advice tendered.

PERSON SPECIFICATIONS

- i. Should have at least an upper second degree from a recognized institution.
- ii. Masters degree from a recognized institution is an added advantage.
- iii. Should have at least three (3) years' experience in rating and assessment gained from a reputable institution of higher learning and should be at the rank of at least Lecturer.
- iv. Should have good communication and people skills.
- v. Should have demonstrated an acceptable level of personal integrity in service.
- vi. Should be computer literate.

JOB TITLE : ASSISTANT QUALITY ASSURANCE OFFICER
Salary Scale : M7
Responsible to : Quality Assurance Officer
Responsible for : N/A

PURPOSE OF THE JOB

- To assist in undertaking quality assurance evaluation, including inspections, of the University's teaching, learning, research and community service environment.

DUTIES AND RESPONSIBILITIES

1. Assists in monitoring compliance to the established quality assurance framework and other legal, policy and strategic requirements and programs as part of a team.
2. Assists in supporting the various academic and administrative units in the implementing quality assurance systems.
3. Participates in undertaking the conduct of quality assurance and quality enhancement activities of the University.
4. Administers Quality Assessment instruments/ tools and collects data on the implementation of quality programs in the various units of the University.
5. Participates in preparing material for sensitisation, education and training in Quality Management Systems.
6. Conducts any other official quality assurance duties as assigned.

KEY OUTPUTS

- a) Assistance in monitoring compliance to the established quality assurance framework and other regulatory frameworks provided.
- b) Assistance to implementation of quality assurance systems provided.
- c) Conduct of quality assurance and quality enhancement activities done.
- d) Quality assessment instruments/ tools administered data collected.

- e) Preparing of Quality Management Systems material for sensitisation, education and training supported.
- f) Other official assignments performed.

PERSON SPECIFICATIONS

- i. Should have at least an upper second degree from a recognized institution.
- ii. Should have good communication and people skills.
- iii. Should be computer literate.

COUNSELING AND GUIDANCE UNIT

JOB TITLE : ASSISTANT DIRECTOR/ COUNSELING AND GUIDANCE

Salary Scale : M4

Responsible to : Deputy Vice Chancellor/ Finance and Administration

Responsible for : Senior Counselor

PURPOSE OF THE JOB

- To design, coordinate, implement and monitor a comprehensive counseling and guidance program for the University.

DUTIES AND RESPONSIBILITIES

1. Provides leadership in planning and developing appropriate programs, strategies and activities for counselling and guidance of both students and staff.
2. Coordinates, monitors implementation and reports on counselling and guidance programs of the University.
3. Develops and disseminates guidelines on the available counselling and guidance services and how they can be accessed.
4. Conducts counselling and guidance sessions as appropriate.
5. Refers clients to other specialized services entities as found appropriate following evaluation.
6. Establishes and maintains networks with other entities that can support or enhance the counseling and guidance initiatives of the University.
7. Researches, evaluates and selects instructional materials and equipment to support counselling and guidance programs.
8. Plans and administers in-service training programs and workshops for counsellors, senior staff and facilitates continuous program development and improvement.

9. Responds to queries from parents and other internal and external clients taking into account the applying principles of confidentiality and non-disclosure.
10. Conducts any other official counselling and guidance duties as assigned.

KEY OUTPUTS

- a) Leadership in planning and development of appropriate programs, strategies and activities for counseling and guidance provided.
- b) Counseling and guidance programs coordinated, monitored, implemented and reported.
- c) Guidelines on counseling and guidance services developed and disseminated.
- d) Counseling and guidance sessions conducted.
- e) Cases requiring specialized support referred.
- f) Networks with other entities for enhancement of counseling and guidance services established and maintained.
- g) Instructional materials and equipment to support counselling and guidance programs researched, evaluated and selected.
- h) In-service training programs and workshops planned and administered.
- i) Appropriate response to queries provided.
- j) Other official assignments performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Psychiatry, Philosophy, Counseling and Guidance or related discipline from a recognized university.
- ii. Should have at least seven (7) years' experience in counseling three (3) of which should have been at a supervisory level in a reputable institution
- iii. Should have excellent communication and listening skills.
- iv. Should have a positive attitude towards people.
- v. Should have exceptional interpersonal skills and the ability to relate to people from a diverse range of cultural backgrounds
- vi. Should be a team player.
- vii. Should have advocacy skills.

- viii. Should have demonstrable attributes of sincerity, integrity, confidentiality and empathy.
- ix. Should be computer literate.

JOB TITLE : SENIOR COUNSELOR
Salary Scale : M5
Responsible to : Deputy Director/ Counseling and Guidance
Responsible for : Counseling and Guidance Officers

PURPOSE OF THE JOB

- To provide counseling and guidance support both students and members of staff.

DUTIES AND RESPONSIBILITIES

1. Supports the Deputy Director/ Counselling and Guidance in planning and developing appropriate programs, strategies and activities for counselling and guidance at the University.
2. Counsels and guides staff and students on resolving their problems.
3. Compiles and maintains a record of useful information on Guidance and Counseling services and makes it available to the clients.
4. Supports the Deputy Director/ Counselling and Guidance in developing and disseminating guidelines on the available counselling and guidance services.
5. Conducts counselling and guidance sessions as appropriate.
6. Refers clients to other specialized services entities as found appropriate following evaluation.
7. Liaises with other entities to get appropriate information or support that can enhance counseling and guidance services.
8. Supports the Deputy Director/ Counselling and Guidance in researching, evaluating and selecting instructional materials and equipment to support counselling and guidance programs.
9. Organises and conducts counselling and guidance training programs and workshops.

10. Responds to queries from parents and other internal and external clients taking into account the applying principles of confidentiality and non-disclosure.
11. Performs official duties assigned by the Deputy Director/ Counseling and Guidance.

KEY OUTPUTS

- a) Support in planning and developing appropriate counseling and guidance programs, strategies and activities provided.
- b) Counseling done.
- c) Record of useful information on Guidance and Counseling services compiled, maintained and disseminated.
- d) Support in developing and disseminating guidelines on the available counselling and guidance services provided.
- e) Counseling and guidance sessions conducted.
- f) Cases requiring specialized support referred.
- g) Information or support to enhance counseling and guidance services acquired.
- h) Support for researching, evaluating and selecting instructional materials and equipment to enhance counselling and guidance programs provided.
- i) Training programs and workshops organised and conducted.
- j) Appropriate response to queries provided
- k) Official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Psychiatry, Philosophy, Counseling and Guidance or related discipline from a recognized university.
- ii. Should have at least five (5) years' experience in counseling two (2) of which should have been at a supervisory level in a reputable institution
- iii. Should have excellent communication and listening skills.
- iv. Should have a positive attitude towards people.
- v. Should have exceptional interpersonal skills and the ability to relate to people from a diverse range of cultural backgrounds

- vi. Should be a team player.
- vii. Should have demonstrable attributes of sincerity, integrity, confidentiality and empathy.
- viii. Should be computer literate.

JOB TITLE : COUNSELLOR
Salary Scale : M6
Responsible to : Senior Counselor
Responsible for : Assistant Counselor

PURPOSE OF THE JOB

- To support the provision of effective and confidential counseling services to students and members of staff.

DUTIES AND RESPONSIBILITIES

1. Provides counselling and guidance to students and staff on demand.
2. Monitors the progress of staff and students who have undergone counselling and guidance.
3. Assists in compiling and maintaining a database of useful information on guidance and counselling and makes it available to clients.
4. Establishes and maintains close working links with academic and administrative organs of the University that offer welfare and psychological support services
5. Liaises with other entities engaged in counselling and guidance in building a pool of and support for better services helping clients.
6. Participates in sensitization workshops or seminars for staff and students on matters relating to counselling and guidance.
7. Refers students and staff to other support services and agencies as appropriate.
8. Performs official duties assigned by the Senior Counsellor.

KEY OUTPUTS

- a) Counselling and guidance services provided.

- b) Progress of staff and students who have undergone counselling and guidance monitored.
- c) Useful information for the database on guidance and counseling compiled, maintained and disseminated.
- d) Close working links with academic and administrative organs offering welfare and psychological services established and maintained.
- e) Liaison with other entities engaged in counselling and guidance done.
- f) Sensitization of staff and students on matters relating to counselling and guidance done.
- g) Students and staff referred to other support services and agencies as appropriate.
- h) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in Psychiatry, Philosophy, Counseling and Guidance or related discipline from a recognized university.
OR
Should have a degree in either Social Work and Social Administration; Education or Psychology with a Diploma in Counselling and Guidance.
- ii. Should have at least three (3) years' experience in counseling from a reputable institution.
- iii. Should have good communication and listening skills.
- iv. Should have a positive attitude towards people.
- v. Should have good interpersonal relationship skills and the ability to relate to people from a diverse range of cultural backgrounds.
- vi. Should be a team player.
- vii. Should have demonstrable attributes of sincerity, integrity, confidentiality and empathy.

JOB TITLE : ASSISTANT COUNSELLOR

Salary Scale : M7

Responsible to : Counselor

Responsible for : N/A

PURPOSE OF THE JOB

- To assist in the provision of effective and confidential counseling services to students and members of staff.

DUTIES AND RESPONSIBILITIES

1. Provides counselling and guidance to students and staff under guidance.
2. Assists in monitoring the progress of staff and students who have undergone counselling and guidance.
3. Assists in compiling and maintaining a database of useful information on guidance and counselling and makes it available to clients.
4. Assists in establishing and maintaining close working links with academic and administrative organs of the University that offer welfare and psychological support services
5. Participates in sensitization workshops or seminars for staff and students on matters relating to counselling and guidance.
6. Performs official duties assigned by the Counsellor.

KEY OUTPUTS

- a) Support in provision of counselling and guidance services provided.
- b) Support for monitoring of status of counselling and guidance clients monitored.

- c) Support for compilation of useful information on guidance and counseling for the database and its dissemination provided.
- d) Support for establishment and maintenance of close working links with academic and administrative organs offering welfare and psychological services provided.
- e) Sensitization of staff and students on matters relating to counselling and guidance done.
- f) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in Psychiatry, Philosophy, Counseling and Guidance or related discipline from a recognized university.
- ii. OR
- iii. Should have a degree in either Social Work and Social Administration; Education or Psychology with a Diploma in Counselling and Guidance.
- iv. Should have good communication and listening skills.
- v. Should have a positive attitude towards people.
- vi. Should have good interpersonal relationship skills and the ability to relate to people from a diverse range of cultural backgrounds.
- vii. Should be a team player.
- viii. Should have demonstrable attributes of sincerity, integrity, confidentiality and empathy.

SPIRITUAL AFFAIRS UNIT

JOB TITLE : CHAPLAIN
Salary Scale : M6
Responsible to : Deputy Vice Chancellor/ Finance and Administration
Responsible for : Staff and their families
Students

PURPOSE OF THE JOB

- To provide for the spiritual well-being of students and staff through teachings based on Christian values, principles and the Holy Bible.

DUTIES AND RESPONSIBILITIES

1. Conducts church service and preaching.
2. Counsels students and staff through spiritual guidance.
3. Organizes spiritual programs and retreats for students and staff to discuss and exchange views on various Christian religious topical issues.
4. Develops and disseminates the annual church calendar of programs.
5. Coordinates various student and staff Christian associations' activities within and outside the University.
6. Lobbies for involvement of other Christian organisations in support of student and staff morality, spirituality and welfare.
7. Coordinates various Christian activities involving student and staff families, including baptism, weddings and bereavement, as requested.

KEY OUTPUTS

- a) Church services and preaching conducted.
- b) Students and staff spiritually guided.
- c) Religious programs and retreats organised.
- d) Activities and programs of student and staff Christian associations coordinated.
- e) Lobby for support of student and staff morality, and spirituality and welfare done.
- f) Christian activities involving student and staff families attended to as requested.

PERSON SPECIFICATIONS

- i. Should have a degree in Theology, Religious Studies or equivalent qualification.
- ii. Should be an ordained Priest.
- iii. Should have worked as a Chaplain or Priest.
- iv. Should have well-developed inter-personal, listening, good judgment and counseling skills.

JOB TITLE : ASSISTANT CHAPLAIN
Salary Scale : M7
Responsible to : Chaplain
Responsible for : Staff and their families
Students

PURPOSE OF THE JOB

- To assist in providing for the spiritual well-being of students and staff through teachings based on Christian values, principles and the Holy Bible.

DUTIES AND RESPONSIBILITIES

1. Assists in conducting church service and preaching.
2. Counsels students and staff through spiritual guidance.
3. Assists in organizing spiritual programs and retreats for students and staff to discuss and exchange views on various Christian religious topical issues.
4. Assists in developing and disseminating the annual church calendar of programs.
5. Assists in coordinating various student and staff Christian associations' activities within and outside the University.
6. Assists in lobbying for involvement of other Christian organisations in support of student and staff morality, spirituality and welfare.
7. Assists in coordinating various Christian activities involving student and staff families, including baptism, weddings and bereavement, as requested.

KEY OUTPUTS

- a) Assistance for the conduct of church services and preaching provided.

- b) Students and staff counseled and spiritually guided.
- c) Assistance for the organization of spiritual programs and retreats provided.
- d) Assistance for developing and disseminating the annual church calendar of programs provided.
- e) Assistance for coordinating activities and programs of student and staff Christian associations activities provided.
- f) Assistance for lobbying for support in respect of student and staff morality, and spirituality and welfare provided.
- g) Assistance for coordinating various Christian activities involving student and staff families provided.

PERSON SPECIFICATIONS

- i. Should have a degree in Theology, Religious Studies or equivalent qualification.
- ii. Should be an ordained Priest.
- iii. Should have worked as a Chaplain or Priest.
- iv. Should have well-developed inter-personal, listening, good judgment and counseling skills.

JOB TITLE : IMAM
Salary Scale : M6
Responsible to : Deputy Vice Chancellor/ Finance and Administration
Responsible for : Staff and their families
Students

PURPOSE OF THE JOB

- To provide for the spiritual well-being of students and staff through teaching based on Islamic values, principles and the Koran.

DUTIES AND RESPONSIBILITIES

1. Conducts prayers and preaching in the mosque.
2. Counsels students and staff through spiritual guidance.
3. Organizes Islamic religious programs and retreats for students and staff to discuss and exchange views on various topical issues.
4. Coordinates various student and staff Islamic associations' activities within and outside the University.
5. Lobbies for involvement of other Islamic organisations in support of student morality and spirituality.
6. Coordinates various Islamic rites involving student and staff families, including marriages and bereavement, as requested.

KEY OUTPUTS

- a) Islamic prayers and preaching conducted.
- b) Students and staff counseled and spiritually guided.
- c) Islamic religious programs and retreats organised.

- d) Activities and programs of student and staff Islamic associations coordinated.
- e) Lobby for support of student and staff morality, and spirituality and welfare done.
- f) Islamic rites involving student and staff families attended to as requested.

PERSON SPECIFICATIONS

- i. Should have a degree in Islamic Studies or equivalent qualification.
- ii. Should be a recognized Imam.
- iii. Should have well-developed inter-personal, listening, good judgment and counseling skills.

JOB TITLE : ASSISTANT IMAM
Salary Scale : M7
Responsible to : Imam
Responsible for : Staff and their families
Students

PURPOSE OF THE JOB

- To assist in providing for the spiritual well-being of students and staff through teaching based on Islamic values, principles and the Koran.

DUTIES AND RESPONSIBILITIES

1. Assists in conducting prayers and preaching in the mosque.
2. Counsels students and staff through spiritual guidance.
3. Assists in organizing Islamic religious programs and retreats for students and staff to discuss and exchange views on various topical issues.
4. Assists in coordinating various student and staff Islamic associations' activities within and outside the University.
5. Assists in lobbying for involvement of other Islamic organisations in support of student morality and spirituality.
6. Assists in coordinating various Islamic rites involving student and staff families, including marriages and bereavement, as requested.

KEY OUTPUTS

- a) Assistance for the conduct of Islamic prayers and preaching provided.
- b) Assistance for counseling and spiritual guidance of students and staff provided.
- c) Assistance for organization of Islamic religious programs and retreats provided.

- d) Assistance for coordination of activities and programs of student and staff Islamic associations provided.
- e) Assistance for lobby for support of student and staff morality, and spirituality and welfare provided.
- f) Assistance for coordinating Islamic rites involving student and staff families provided.

PERSON SPECIFICATIONS

- i. Should have a degree in Islamic Studies or equivalent qualification.
- ii. Should be a recognized Imam.
- iii. Should have well-developed inter-personal, listening, good judgment and counseling skills.

OFFICE OF THE UNIVERSITY SECRETARY

JOB TITLE : UNIVERSITY SECRETARY
Salary Scale : M3
Responsible to : Vice Chancellor
Responsible for : University Bursar
Deputy University Secretary
Deputy Director/ Human Resource Management
Deputy Director/ Estates & Works
Deputy Director/ Procurement & Disposal

Senior Administrative Officer/ Council
Security Officer

PURPOSE OF THE JOB

- To provide financial and general administration of the University including custody of the seal and administration of University assets.

DUTIES AND RESPONSIBILITIES

1. Directs the proper utilisation and accounting for the fiscal resources and other assets of the University as a designated Accounting Officer and reports to the Vice Chancellor and Council.
2. Directs the preparation of the University annual budget and work plans.
3. Manages and administers the human, fiscal and physical resources of the University in accordance with the existing laws, policies, regulations, guidelines, approved annual work plans and budgets.

4. Communicates, interprets, guides and provides technical support in the implementation of Council policies and resolutions.
5. Secretary to the University Council and its Committees, providing guidance to the Vice Chancellor and the management team to facilitate Council in decision making and governance.
6. Enforces accountability and transparency in the management and delivery of University administrative and financial services in line with existing law, policy, regulations, guidelines and Council resolutions.
7. Directs the procurement of University goods and services and disposal of assets in accordance with the appropriate laws, policies, regulations and guidelines.
8. Promotes linkages between Faculties, Schools, Institutes, Colleges or other Academic bodies, Management, Council, line Ministries and other Stakeholders for effective implementation of University programs, operations and policies and enhancing collaborative networks.
9. Manages, counsels and assesses the performance of staff in the Office of the University Secretary.
10. Directs the management, inventory and safe custody of all assets of the University including the seal and records.
11. Coordinates the provision of legal services and represents the University in cases of civil litigation.
12. Answers audit queries that may arise from the appropriate authorities.
13. Directs administration of security at the University.
14. Sets performance targets, supervises and appraises staff of the Office.

KEY OUTPUTS

- a) University fiscal resources properly utilized, accounted for and relevant reports furnished to the Vice Chancellor and Council.
- b) University annual plans and budgets prepared.
- c) Use of resources in accordance to the law, policies, approved plans and budgets managed.

- d) Council policies and resolutions communicated, guided and their implementation supported.
- e) Minutes of Council meetings taken and decisions communicated and implemented as directed.
- f) Accountability and transparency in the management and delivery of administrative and financial services in accordance with appropriate laws and policies and Council resolutions assured.
- g) Financial and physical resources prudently used, accounted for and assets register managed.
- h) Technical support and advice to facilitate decision making and governance provided.
- i) Accountability and transparency in the management and delivery of University administrative and financial services assured.
- j) Goods and services procured and in accordance with appropriate laws and policies.
- k) Linkages between internal governance structures and external Stakeholders promoted and collaborative networks enhanced.
- l) Staff of the Office managed and assessed.
- m) All University property secured and Assets Register managed.
- n) University legal services coordinated and legal representation done.
- o) Audit queries answered.
- p) Security for the University population and that of its visitors and their property assured.
- q) Performance targets set and staff of the Office supervised and appraised.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Accounting and Finance, Public Administration and Management, Educational Planning and Management

OR

a Masters degree with post graduate Diploma in either Financial Management, Human Resource Management, Public Administration and Management or

Educational Planning and Management or any other relevant qualification from a recognized institution.

- ii. A Certificate in Administrative Law is an added advantage.
- iii. Should have the ability to organize and commit resources and time to establish and deliver on initiatives that will achieve significant long-term benefits for the University.
- iv. Should be computer literate and have the ability to use a broad range of communication styles to manage diverse situations and effectively relate to people.
- v. Should have high integrity with extensive leadership skills.
- vi. Should have a minimum requirement of ten (10) years working experience in a reputable organization, five (5) of which should have been at a senior management level of a reputable institution.
- vii. Should have broad knowledge of the policy and legal framework governing the operations of public universities.

JOB TITLE : DEPUTY UNIVERSITY SECRETARY
Salary Scale : M4
Responsible to : University Secretary
Responsible for : Senior Administrative Officer/ Council
Senior Administrative Officer/ General Administration

PURPOSE OF THE JOB

- To deputise the University Secretary in management of the provision of administrative and support services of the University.

DUTIES AND RESPONSIBILITIES

1. Supports the University Secretary in planning, budgeting for the Office and their implementation.
2. Supports the University Secretary in initiating and reviewing administrative policies, procedures, standards and terms and conditions of service of the University.
3. Coordinates the provision of administrative and support services.
4. Interprets, guides and coordinates implementation of Council administrative policies and related resolutions.
5. Monitors the management of the human resource of the University, including welfare, management of employee records, administration of benefits and emoluments, and advises the University Secretary accordingly.
6. Represents the University as delegated by the University Secretary.
7. Coordinates the provision of appropriate secretariat services to Council and its Committees.
8. Drafts and circulates administrative pronouncements arising out of Council deliberations and resolutions.
9. Undertakes any other official duties as assigned by the University Secretary.

KEY OUTPUTS

- a) Support for planning, budgeting for the Office provided and plans and budgets implemented.
- b) Support for initiating and reviewing administrative instruments, procedures and standards provided.
- c) Administrative and support services coordinated.
- d) Council administrative decisions interpreted and their implementation guided and coordinated.
- e) Management of the human resource monitored and advised.
- f) University represented as delegated.
- g) Provision of appropriate secretariat services to Council coordinated.
- h) Administrative Council pronouncements drafted and disseminated.
- i) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Accounting and Finance, Public Administration and Management, Educational Planning and Management
OR
a Masters degree with post graduate Diploma in either Financial Management, Human Resource Management, Public Administration and Management or Educational Planning and Management or any other relevant qualification from a recognized institution.
- ii. A Certificate in Administrative Law is an added advantage.
- iii. Should be computer literate and have the ability to use a broad range of communication styles to manage diverse situations and effectively relate to people.
- iv. Should have high integrity with extensive leadership skills.
- v. Should have a minimum requirement of seven (7) years working experience in a reputable organization, three (3) of which should have been at a senior management level of a reputable institution.

- vi. Should have broad knowledge of the policy and legal framework governing the operations of public universities.

JOB TITLE : SENIOR ADMINISTRATIVE OFFICER/ COUNCIL

Salary Scale : M5

Responsible to : Deputy University Secretary

Responsible for : N/A

PURPOSE OF THE JOB

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

DUTIES AND RESPONSIBILITIES

1. Liaises with the Deputy University Secretary (Administration & Council Affairs) for the organization of meetings of Council, the Appointments Board and Council Committees.
2. Circulates working papers, agenda and minutes of meetings of Council, the Appointments Board and Council Committees.
3. Prescribes and prepares Minutes of Council, the Appointments Board and Council Committees and decisions as directed by the Deputy University Secretary (Administration & Council Affairs).
4. Follows up actions on the decisions made by Council, the Appointments Board and Council Committees and reports on their implementation.
5. Files and updates record of the minutes of Appointments Board and Council Committees meetings and Council decisions in the minute book.
6. Monitors, evaluates and reports to the Deputy University Secretary/ Administration on the performance of outsourced administrative service providers to the University.

KEY OUTPUTS

- a) Council meetings and meetings of its organs organised.

- b) Minutes of deliberations of meetings of Council and its organs produced.
- c) Prompt circulation of working papers, agenda and minutes of meetings of Council, the Appointments Board and Council Committees.
- d) Decisions of Council, the Appointments Board and Council Committees followed up.
- e) Record of Council minutes properly filed, secured and stored.
- f) Performance of outsourced administrative services monitored and reported.

PERSON SPECIFICATIONS

- i. Should have a Masters in Either Public Policy and Administration; Business Administration; Law or Development Studies.
- ii. Should possess Administrative Officer's Law Course Certificate
- iii. Should have at least five (5) years' experience in administration from a reputable institution, two (2) of which should have been at a supervisory level.
- iv. Should be a person of high integrity
- v. Should have good leadership, interpersonal, negotiation and communication skills.
- vi. Should be computer literate.

JOB TITLE : SENIOR ADMINISTRATIVE OFFICER/ GENERAL
ADMINISTRATION

Salary Scale : M6.1

Responsible to : Deputy University Secretary

Responsible for : Administrative Officer/ General Administration

PURPOSE OF THE JOB

- To support the coordination and supervise the provision of efficient and reliable administrative support services to the University.

DUTIES AND RESPONSIBILITIES

1. Interprets and provides guidance in the implementation of University administrative policies, regulations and procedures.
2. Assists the Deputy University Secretary/ Administration and Council Affairs; in managing protocol affairs of visiting dignitaries or guests to the University.
3. Takes, prepares and circulates minutes of management meetings as assigned.
4. Monitors and evaluates the performance of service providers for outsourced administrative services to the University.
5. Manages travel arrangements for senior staff of the University.
6. Coordinates the procurement, provision, proper use and maintenance of common user facilities and services.
7. Participates in the organization of University events and ceremonies.
8. Supervises support staff deployed to Finance and Administration.
9. Prepares speeches as assigned.

KEY OUTPUTS

- a) Technical guidance rendered in the implementation of University administrative policies, regulations and procedures
- b) Minutes of management meetings prepared and circulated.

- c) Protocol affairs for visiting dignitaries or guests handled.
- d) Travel arrangements for senior staff managed.
- e) Procurement, maintenance and supervision of use of common user services and facilities coordinated.
- f) University events and ceremonies organised.
- g) Support staff supervised.
- h) Speeches prepared.

PERSON SPECIFICATIONS

- i. Should have a Masters in Either Public Policy and Administration; Business Administration; Law or Development Studies.
- ii. Should possess Administrative Officer's Law Course Certificate
- iii. Should have at least five (5) years' experience in administration from a reputable institution, two (2) of which should have been at a supervisory level.
- iv. Should be a person of high integrity
- v. Should have good leadership, interpersonal, negotiation and communication skills.
- vi. Should be computer literate.

JOB TITLE : ADMINISTRATIVE OFFICER/ GENERAL
ADMINISTRATION

Salary Scale : M6.2

Responsible to : Senior Administrative Officer/ General Administration

Responsible for : Lower Level Administrative & Support Staff

PURPOSE OF THE JOB

- To support the supervision of provision of shared administrative support services to the University.

DUTIES AND RESPONSIBILITIES

1. Supervises and reports on income generating activities of the University.
2. Is minute Secretary for meetings of the Office of the University Secretary.
3. Supervises the delivery of common user goods and services.
4. Coordinates mail, postage and courier services.
5. Oversees reception facilities within the administration building.
6. Assists in the organization of University events and ceremonies of a non-academic nature.
7. Compiles data and information for administrative decision making or speech preparation.
8. Follows up and reports on status of implementation by both academic and non-academic units of actionable administrative decisions taken by either Management or Council.
9. Assists in assembling administrative data or information required from teaching and non-teaching departments.
10. Supervises lower level administrative and support staff.

KEY OUTPUTS

- a) Income generating activities supervised and reports on their status prepared and submitted to the Supervisor.

- b) Minutes of meetings of the Office of the University Secretary taken, decisions communicated and implementation followed-up and reported.
- c) Delivery of common user goods and services supervised.
- d) Mail, postage and courier services coordinated.
- e) Reception facilities within the administration building managed.
- f) Assistance in the organization of non-academic University events and ceremonies provided.
- g) Data and information for administrative decision making or preparation of speeches compiled.
- h) Status of implementing actionable administrative decisions tracked and reported.
- i) Lower level administrative and support staff supervised.

PERSON SPECIFICATIONS

- i. Should have a degree in either Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or Business Studies (Management option) or a related field from a recognized institution.
- ii. Should have at least three (3) years of experience in administration gained from a reputable organization.
- iii. Should have people skills.
- iv. Should be computer literate.

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

JOB TITLE : ASSISTANT DIRECTOR/ HUMAN RESOURCE
MANAGEMENT

Salary Scale : M4

Responsible to : University Secretary

Responsible for : Senior Human Resource Officer

PURPOSE OF THE JOB

- To provide efficient and effective leadership to the Human Resource Department by initiating, developing and implementing human resource systems and processes in accordance with the law and human resource management policies of the University.

DUTIES AND RESPONSIBILITIES

1. Provides professional human resource management advice and guidance to Management and other decision making organs of the University.
2. Initiates, develops, implements and reviews human resource management policies, manual, plans, strategies, guidelines, rules and regulations.
3. Coordinates performance management within the University.
4. Prepares annual work plans and budgets for the Department of Human Resource Management.
5. Directs the administration of emoluments, benefits and work related compensation as stipulated by University policies or the law.
6. Coordinates the determination of staffing training needs assessment and development of staff capacity building strategies and plans in liaison with the various academic and administrative units.
7. Directs the development of University staff forecasts, recruitment and exit plans for the medium and long term.

8. Plans, manages and assesses the performance of staff in the Department of Human Resource Management.
9. Provides technical support to Faculties and Departments and staff on the interpretation and application of human resource policies.
10. Manages and provides technical support for recruitment, appointment, confirmation, exit and discipline of staff in university service and communicates other human resource management matters.
11. Develops and supports implementation of strategies and mechanisms for the management of industrial relations within the University.
12. Oversees the proper management of employee and other manual records within the University.
13. Develops, implements and reviews staff welfare policies.
14. Monitors the application of the human resource management information system.

KEY OUTPUTS

- a) Professional advice and guidance to Management and other decision making organs on human resource matters tendered.
- b) Human resource management policies initiated, developed, implemented and reviewed.
- c) Performance management coordinated.
- d) Annual work plans and budgets for the Department of Human Resource Management prepared.
- e) Emoluments, benefits and work related compensation promptly administered.
- f) Staffing training gaps identified and interventions for addressing them determined.
- g) University staff forecasts and recruitment and exit plans for the short and medium term prepared.
- h) Staff of the department managed and assessed
- i) Technical support to Faculties, Departments and individual staff on all human resource matters provided.

- j) Human resource management matters including recruitment, appointments, confirmation, exit and discipline of employees of the University managed.
- k) Employee and other records properly managed.
- l) Staff welfare policies developed, implemented or reviewed where necessary.
- m) Application of the human resource management system monitored.

PERSON SPECIFICATIONS

- i. Should have a Master's degree in either Human Resource Management; Business Administration (HRM option); **Public Administration & Management** or Organizational Psychology (HRM option) from a recognised institution.
- ii. Should have a minimum of seven (7) years working experience in human resource administration of a reputable organization, two (3) of which should have been at a senior management level gained from a reputable organisation.
- iii. Should have good leadership and communication skills.
- iv. Should be computer literate.

JOB TITLE : SENIOR HUMAN RESOURCE OFFICER
Salary Scale : M6.1
Responsible to : Deputy Director/ Human Resource Management
Responsible for : Human Resource Officer

PURPOSE OF THE JOB

- To provide support and guidance for an efficient and effective human resource function; aligned with University policies and strategic goal.

DUTIES AND RESPONSIBILITIES

1. Coordinates human resource practices and priorities across the University to reinforce recruitment, development and retention of a competent and efficient workforce.
2. Provides advice to senior management on establishment, structures, institutional development and change.
3. Manages and coordinates human resource planning, monitoring and reporting.
4. Coordinates the development, review and dissemination of human resource regulations, policies and procedures and monitor implementation.
5. Promotes Learning and Staff Development
6. Liaises with other higher institutions of learning on human resource best practices in promoting development
7. Carries out periodic human resource Audit
8. Performs any other duties assigned by the Supervisor

KEY OUTPUTS

- a) Human resource practices and priorities coordinated across the University to reinforce recruitment, development and retention of a competent and efficient workforce.

- b) Advice provided to senior management on establishment, structures, institutional development and change.
- c) Human resource planning, monitoring and reporting managed and coordinated.
- d) The development, review and dissemination of human resource regulations, policies and procedures coordinated and implementation monitored.
- e) Learning and Staff Development promoted.
- f) Liaison with other higher institutions of learning on human resource best practices in promoting development maintained.
- g) Periodic human resource Audit carried out.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Human Resource Management, Public Administration, Organizational Psychology, Business Administration (Human Resource Option) **or a Masters Degree in Management with a Post Graduate Diploma Human Resource from a reputable institution.**
- ii. Should have at least five (5) years relevant working experience in human resource management two (2) of which must have been at a supervisory level.
- iii. Should be a Member of a professional human resource management body.
- iv. Should have leadership and supervisory skills.
- v. Should have the ability to build, lead, and work with teams.
- vi. Should be computer literate.
- vii. Should have well developed interpersonal relationship and communication skills.
- viii. Should have the ability to act as a change agent.

JOB TITLE : HUMAN RESOURCE OFFICER
Salary Scale : M6
Responsible to : Senior Human Resource Officer
Responsible for : Assistant Human Resource Officer

PURPOSE OF THE JOB

- To develop, review and implement policies relating to the effective utilisation of the human resources within the University.

DUTIES AND RESPONSIBILITIES

1. Implements, maintains and updates programs, procedures and strategies for the University in line with Human Resource policies.
2. Implements annual work plans for the University in line with human resource targets.
3. Coordinates and implements of decisions of the University's Council and sub-committees in line with Human Resource policy.
4. Benchmarks best practices from other Universities and provide information for facilitating organization review and change in line with human resource policy and the University priorities.
5. Coordinates and conducts performance management sensitization and training programs in line with the University guidelines.
6. Coordinates the implementation of performance management policies and programs in line with the human resource Manual.
7. Implements and reviews the performance management evaluation/assessment programs in line with human resource policy guidelines.
8. Conducts performance compliance audits and provides technical guidance and support to units on the performance management process in line with human resource policy guidelines.
9. Performs any other duties assigned by the Supervisor.

KEY OUTPUTS

- a) University Human resource programs, procedures and strategies implemented, maintained and updated in line with University policies.
- b) Annual work plans in line with human resource targets implemented.
- c) Implementation of human resource management decisions Council and its sub-committees coordinated.
- d) Best practices from other Universities benchmarked and information for facilitating organization review and change provided.
- e) Implementation, evaluation/assessment and review of all functions of performance management guided and coordinated.
- f) Performance compliance audits conducted and technical guidance and support provided to units on the performance management process.
- g) Other official assigned duties performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Human Resource Management, Organisational Psychology, Business Administration (Human Resource Option).
- ii. A Post Graduate Diploma Human Resource from a reputable institution is an added advantage.
- iii. Should have at least three (3) years relevant working experience in human resource management.
- iv. Should have basic supervisory skills.
- v. Should have well developed interpersonal relationship and communication skills.
- vi. Should be computer literate.

JOB TITLE : ASSISTANT HUMAN RESOURCE OFFICER
Salary Scale : M7
Responsible to : HUMAN RESOURCE OFFICER
Responsible for : N/A

PURPOSE OF THE JOB

- Provide general day-to-day support to University Units on all matters related to human resource management.

DUTIES AND RESPONSIBILITIES

1. Implements work plans for the in line with work targets.
2. Implements decisions of the establishment and administration Committee of Council in line with human resource policies.
3. Provides technical support on human resource matters to internal and external clients
4. Carries out surveys and identify gaps in the human resource policies and make recommendations for changes in the human resource manual in line with the University priorities.
5. Implements organization development and change management programs in line with human resource policy and the University strategic plan.
6. Supports the implementation of decisions of the University's Council and sub committees in line with Human Resource policies.
7. Implements University development and change management programs in line with Human Resource policies.
8. Implements and identifies gaps in the Human Resource manual and recommend inputs for updating it in line with Human Resource policies.
9. Captures, processes, maintains and updates University records on Human Resource Information System in line with Human Resource Policies.

10. Compiles and keeps records of payroll, benefits and allowances of University staff.
11. Performs any other duties assigned by the Supervisor

KEY OUTPUTS

- a) Departmental work plans implemented in line with work targets.
- b) Decisions of the establishment and administration Committee of Council implemented.
- c) Technical support provided on human resource matters to internal and external clients.
- d) Surveys conducted, gaps in the human resource policies identified and make recommendations made.
- e) Organization development and change management programs implemented.
- f) Development and change management programs of the University implemented.
- g) Human Resource manual implemented, gaps identified and recommendations for updating/review made.
- h) University human resource records captured, processed, maintained and updated on Human Resource Information System.
- i) Payroll, benefits and allowances records of University staff compiled and maintained.

PERSON SPECIFICATIONS

- i. Should have a degree in either Human Resource Management, Organisational Psychology, Business Administration (Human Resource Option) or Management from a recognized institution.
- ii. Should be amiable and have good interpersonal relationship and communication skills.
- iii. Should be computer literate.

RECORDS MANAGEMENT UNIT

JOB TITLE : SENIOR RECORDS OFFICER
Salary Scale : M5
Responsible to : Deputy Director/ Human Resource Management
Responsible for : Records Officer

PURPOSE OF THE JOB

- To provide technical leadership in development and implementation of appropriate procedures relating to the creation, storage, retrieval, archiving and/or disposal of University documents.

DUTIES AND RESPONSIBILITIES

1. Provides technical support and advice on records management consistent with University policies and Records Management Standards.
2. Establishes and maintains the retention and disposal schedules.
3. Develops and coordinates records staff development programs.
4. Enforces the code of ethics for confidentiality and professional practice for the handling of records.
5. Develop policies and guidelines for a safe and healthy work environment.
6. Initiates and manages the changeover from paper to electronic records management systems
7. Designs and develops filing systems, classification schemes and undertake records surveys.
8. Supervises the management of electronic and/or paper-based information to preserve University memory and legacy.

KEY OUTPUTS

- a) Technical support and advice on records management consistent with University policies and Records Management Standards provided.
- b) Retention and disposal schedules developed and maintained.
- c) Records staff development programs developed and coordinated.
- d) Record code of ethics for confidentiality and professional practice enforced.
- e) Policies and guidelines for a safe and healthy work environment developed.
- f) Changeover from paper to electronic records management systems initiated and managed.
- g) Filing systems and classification schemes designed and developed; and records surveys undertaken.
- h) Management of electronic and/or paper-based information supervised.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Information Science, Records and Archives Management, Information Science, Library and Information Technology
OR
Should have a Masters degree in Computer Science with post graduate Diploma in Records Management or Information Science, Records and Archives Management, Information Science or Library and Information Technology
- ii. Should have at least five (5) years working experience in records management at least two (2) years of which should have been at a supervisory level in a reputable organization.
- iii. Should have leadership and supervisory skills.
- iv. Should have the ability to build, lead, and work with teams.
- v. Should be computer literate.
- vi. Should have well developed interpersonal relationship and communication skills.
- vii. Should have the ability to be a change agent.

JOB TITLE : RECORDS OFFICER
Salary Scale : M6
Responsible to : Senior Records Officer
Responsible for : Assistant Records Officer

PURPOSE OF THE JOB

- To facilitate the Records Management function to ensure records security, appropriate maintenance and ease of accessibility.

DUTIES AND RESPONSIBILITIES

1. Initiates, develops and implements programs, procedures and strategies for the records section in line with University policies.
2. Develops work plans for records section in line with work targets.
3. Implements and evaluates the effectiveness and impact of records policies.
4. Sets up and monitors records management information systems or electronic data management systems.
5. Periodically audits the University records management system.
6. Coordinates the transition of records from semi current to archives.
7. Identifies and reports risks and hazards or where appropriate take action to eliminate or mitigate against the risk occurring again

KEY OUTPUTS

- a) Programs, procedures and strategies for the records section initiated, developed and implemented.
- b) Work plans for records function developed in line with work targets.
- c) Records policies implemented; and effectiveness and impact evaluated.
- d) Records Management Information Systems or Electronic Data Management Systems set up and monitored.

- e) University records management system audited.
- f) Transition of records from semi current to archives coordinated.
- g) Identifies and reports risks and hazards identified and reported or appropriate action taken.

PERSON SPECIFICATIONS

- i. Should have a degree in either Information Science, Records and Archives Management, Information Science, Library and Information Technology
- ii. OR
- iii. Should have a degree in Computer Science with post graduate Diploma in Records Management or Information Science, Records and Archives Management, Information Science or Library and Information Technology
- iv. Should have at least three (3) years working experience in records management in a reputable organization.
- v. Should have organizational skills.
- vi. Should be computer literate.
- vii. Should have good interpersonal relationship and communication skills.

JOB TITLE : ASSISTANT RECORDS OFFICER

Salary Scale : M7

Responsible to : Records Officer

Responsible for : Records Assistant

PURPOSE OF THE JOB

- To provide effective support to the Records function in the University in accordance with professionally accepted standards and legal requirements.

DUTIES AND RESPONSIBILITIES

1. Implements, maintains and updates information programs, procedure and strategies for Records and Information function.
2. Provides technical support and implements decisions of the ICT subcommittees of council in line with University policies.
3. Implements the annual work plans for the records and information function in line with University priorities and policies.
4. Maintains active and semi-active records (personnel/administrative) following the retention schedule and provenance standards in line with University records and information policy.
5. Maintains an inventory of records users, file retrieval and tracking system in line with records and information policy.
6. Receipts, classifies schemes and dispatches mails to respective destinations in line with University records and information policy.

KEY OUTPUTS

- a) Information programs, procedure and strategies for Records and Information function implemented maintained and updated.

- b) Technical support provided and decisions of the ICT subcommittees of council implemented.
- c) Annual work plans for the Information function implemented.
- d) Active and semi-active records for both personnel and administrative maintained.
- e) An inventory of records users, file retrieval and tracking system maintained.
- f) Mails received, schemes classified and dispatched to respective destinations.

PERSON SPECIFICATIONS

- i. Should have a degree in either Information Science, Records and Archives Management, Information Science, Library and Information Technology
- ii. OR
- iii. Should have a degree in Computer Science with post graduate Diploma in Records Management or Information Science, Records and Archives Management, Information Science or Library and Information Technology
- iv. Should have organizational skills.
- v. Should be computer literate.
- vi. Should have good interpersonal relationship and communication skills.

JOB TITLE : RECORDS ASSISTANT
Salary Scale : M12
Responsible to : Assistant Records Officer
Responsible for : N/A

PURPOSE OF THE JOB

- To facilitate smooth flow of information through records management for action and decision making.

DUTIES AND RESPONSIBILITIES

1. Receives, classifies, files records and prepares files for delivery to the authorized users.
2. Creates, closes, replaces old files and updates registers in line with the filing procedures and the records manual.
3. Maintains a schedule for and carries out file weeding as well as transfer record for archiving in line with Records, Information and Archives policy.
4. Maintains the file tracking system and continuously carries out file census in line with the records management procedure.
5. Develops, maintains and updates a database for all the administrative records in line with the record and information policy.
6. Maintains and updates a coding/classification system for standardization of access and retrieval of files in line with the University records and information policy.
7. Maintains the Register, Index and File Movement Cards of Administrative records in the University

KEY OUTPUTS

- a) Records received, classified and filed and files prepared for delivery to the authorized users.
- b) Files created, closed and replaced and registers updated in line with the filing procedures and the records manual.
- c) Schedule for file weeding maintained and file weeding carried out as well as record for archiving transferred.
- d) File tracking system maintained and file census carried out.
- e) Database for all the administrative records developed, maintained and updated.
- f) Coding/classification system for standardization of access and retrieval of files maintained and updated.
- g) Register, Index and File Movement Cards of Administrative records maintained.

PERSON SPECIFICATIONS

- i. Should have a Diploma in Library and Information Science, Records and Archives Management or related discipline from a recognized institution.
- ii. Should have the ability to work in a team environment.
- iii. Should have good interpersonal relationship and communication skills.
- iv. Should be computer literate.

PROCUREMENT AND DISPOSAL UNIT

JOB TITLE : ASSISTANT DIRECTOR/ PROCUREMENT AND DISPOSAL

Salary Scale : M4

Responsible to : University Secretary

Responsible for : Senior Procurement Officer

PURPOSE OF THE JOB

- To manage and supervise the procurement and disposal function in the University in accordance to existing legal and policy frameworks.

DUTIES AND RESPONSIBILITIES

1. Coordinates and manages the procurement of goods, works, consultancy and services for the University.
2. Prepares the Procurement and Disposal Plan of the University.
3. Prepares periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.
4. Ensures conformity with Government procurement and disposal regulations.
5. Provides timely advice to the Accounting Officer, Contracts Committee and members of the University on all matters pertaining to procurement and disposal.
6. Oversees the evaluation process of all procurement requirements and recommends the most appropriate procurement and disposal procedure / methods.
7. Implements decisions of the contracts committee.
8. Oversees the preparation of local purchase orders.
9. Performs any other duties assigned by the Supervisor

KEY OUTPUTS

- a) The procurement of goods, works, consultancy and services for the University coordinated and managed.
- b) Procurement and Disposal Plan of the University prepared.
- c) Periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority prepared.
- d) Conformity with Government procurement and disposal regulations ensured.
- e) Timely advice provided to the Accounting Officer, Contracts Committee and members of the University on all matters pertaining to procurement and disposal.
- f) Evaluation process of all procurement requirements supervised and the most appropriate procurement and disposal procedure / methods recommended.
- g) Decisions of the University contracts committee implemented.
- h) Local purchase orders prepared.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Procurement, Purchasing or Logistics and Supply Chain Management from a recognised institution.
- ii. Should be a Member of a recognized professional procurement or logistics and supply chain management body.
- iii. Should have at least seven (7) years relevant working experience in procurement, three (3) of which should have been at senior management level.
- iv. Should have in-depth knowledge of laws governing procurement.
- v. Should have leadership and supervisory skills.
- vi. Should have the ability to build, lead, and work with teams.
- vii. Should be computer literate.
- viii. Should have well developed communication and interpersonal relationship skills.

JOB TITLE : SENIOR PROCUREMENT OFFICER
Salary Scale : M5
Responsible to : Deputy Director/ Procurement and Disposal
Responsible for : Procurement Officer

PURPOSE OF THE JOB

- To provide technical support and deputize the Deputy Director in all matters related to the Procurement and Disposal function in the University.

DUTIES AND RESPONSIBILITIES

1. Assists in ensuring the proper management and value for money for procurements and disposals handled by the Procurement and Disposal Unit.
2. Deputizes the Deputy Director Procurement and Disposal
3. Develops appropriate procedures and guidelines for the Procurement and Disposal Department and the Contracts Committee.
4. Coordinates the preparation of bid documents.
5. Assists in the evaluation of bids.
6. Responsible for contract administration including preparation of contracts and issuing approved contracts.
7. Liaises with Suppliers, Consultants, Contractors and other stakeholders to ensure timely delivery of goods and services as per contract.
8. Prepares and updates specifications.
9. Performs any other duties assigned by the Supervisor

KEY OUTPUTS

- a) Proper management and value for money procurements and disposals ensured.
- b) Deputy Director Procurement and Disposal deputized.

- c) Appropriate procedures and guidelines for the Procurement and Disposal Department and the Contracts Committee developed.
- d) Preparation of bid documents coordinated.
- e) Contract administration including preparation of contracts and issuing approved contracts managed.
- f) Liaison with Suppliers, Consultants, Contractors and other stakeholders to for timely delivery of goods and services maintained.
- g) Specifications prepared and updated.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Procurement, Purchasing or Logistics and Supply Chain Management from a recognised institution.
- ii. Should be a Member of a recognized professional procurement or logistics and supply chain management body.
- iii. Should have at least five (5) years relevant working experience in procurement, two (2) of which should have been at a supervisory level.
- iv. Should have in-depth knowledge of laws governing procurement.
- v. Should have the ability to build, lead, and work with teams.
- vi. Should be computer literate.
- vii. Should have well developed communication and interpersonal relationship skills.

JOB TITLE : PROCUREMENT OFFICER
Salary Scale : M6
Responsible to : Senior Procurement Officer
Responsible for : Assistant Procurement Officer

PURPOSE OF THE JOB

- Provide technical advice and guidance on procurement and disposal to Sub-Contracts Committees and the User Units in the University.

DUTIES AND RESPONSIBILITIES

1. Provides secretarial services to the Sub-Contracts Committees.
2. Liaises with end-users and compiles all procurement requirements for the University Units.
3. Guides the suppliers on procurement procedures
4. Verifies documentation relating to procurement and organizes the documentation for easy use by all interested parties.
5. Liaises with Accounts to ensure availability of procurement funds and timely payments to suppliers/Consultants/ contractors.
6. Prepares periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.
7. Performs any other duties assigned by the Supervisor

KEY OUTPUTS

- a) Secretarial services provided to the Sub-Contracts Committees.
- b) Liaison with end-users maintained and all procurement requirements for the University Units compiled.
- c) Suppliers guided on procurement procedures

- d) Documentation relating to procurement and for easy use by users verified and organized.
- e) Availability of procurement funds and timely payments to suppliers/Consultants/contractors ensured through liaison with Accounts.
- f) Periodic reports prepared for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.

PERSON SPECIFICATIONS

- i. Should have a degree in either Procurement, Purchasing or Logistics and Supply Chain Management from a recognised institution.
- ii. Should have at three (3) years relevant working experience in procurement.
- iii. Should have in-depth knowledge of laws governing procurement.
- iv. Should have the ability to build, lead, and work with teams.
- v. Should be computer literate.
- vi. Should have well developed communication and interpersonal relationship skills.

JOB TITLE : ASSISTANT PROCUREMENT OFFICER
Salary Scale : M7
Responsible to : Procurement Officer
Responsible for : N/A

PURPOSE OF THE JOB

- Provide professional and high quality procurement services to the University.

DUTIES AND RESPONSIBILITIES

1. Facilitates smooth bidding processes and properly store all procurement records and information on suppliers/ Consultants/ contractors.
2. Prepares solicitation (bidding) documents
3. Distributes the solicitation documents
4. Receives and registers bids.
5. Attends to inquiries from bidders and suppliers /consultants/contractors.
6. Properly keeps procurement records and information on suppliers/consultants/contractors.
7. Notifies bidders of the outcome of the bidding process.
8. Prepares periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.
9. Performs any other duties assigned by the Supervisor

KEY OUTPUTS

- a) Smooth bidding processes facilitated and stores of all procurement records and information on suppliers/ Consultants/ contractors kept.
- b) Solicitation (bidding) documents prepared and distributed.
- c) Bids received and registered.
- d) Inquiries from bidders and suppliers /consultants/contractors attended to.

- e) Procurement records and information on suppliers/consultants/contractors stored.
- f) Bidders notified of the outcome of the bidding process.
- g) Periodic reports prepared for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.

PERSON SPECIFICATIONS

- i. Should have a degree in either Procurement, Purchasing or Logistics and Supply Chain Management from a recognised institution.
- ii. Should be computer literate.
- iii. Should have good communication and interpersonal relationship skills.

LEGAL SERVICES UNIT

JOB TITLE : ASSISTANT DIRECTOR/ LEGAL SERVICES

Salary Scale : M4

Responsible to : University Secretary

Responsible for : Senior Legal Officer

PURPOSE OF THE JOB

- To manage the provision of effective legal services to the University Council, Management and other organs of the University on all legal matters.

DUTIES AND RESPONSIBILITIES

1. Directs the provision of legal services to the University Council, Management and other organs of the University in legal matters including drafting agreements, contracts, registration and protection of intellectual property, memoranda and other legal documents.
2. Offers legal opinion on the implications of Council decisions and that of other decision making organs regarding formulation of University policies, rules and regulations, discipline, management practices and procedures among others on matters of law.
3. Liaises with the Ministry of Justice and Constitutional Affairs and other legal firms on representation of the University in Courts of Judicature and regional or international negotiations.
4. Conducts due diligence on firms intending to carry out major projects for supply of goods or services to the University as may be directed by Council or Management.
5. Oversees the planning, preparation and execution of budget of the Unit.
6. Monitors, evaluates and reports on legal services provided by the unit.
7. Supervises, mentors, coaches, counsels and appraises staff of the Unit.

8. Interprets laws and other statutory instruments relating to the University.
9. Provides secretariat services for legal guidance to the University Council and its Committees.
10. Conducts legal research.
11. Undertakes other duties as may be assigned by University Council or Management from time to time.

KEY OUTPUTS

- a) Provision of legal services to the University directed.
- b) Legal opinion on implications of Council decisions and that of other decision making organs of the University tendered.
- c) Representation of the University in Courts of Judicature and regional or international negotiations with other relevant legal entities coordinated.
- d) Due diligence for major projects or undertakings as directed by Council or Management done.
- e) Planning, preparation and execution of budget of the Unit managed.
- f) Provision of legal services by the Unit monitored, evaluated and reported.
- g) Staff of the Unit supervised, mentored, coached, counseled and appraised.
- h) Laws and other statutory instruments relating to the University interpreted.
- i) Legal guidance in deliberations by the University Council and its Committees tendered.
- j) Legal research conducted.
- k) Other official assignments performed as directed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Law or equivalent legal qualification.
- ii. Should have a diploma in legal practice from Law Development Centre or other recognized institution.
- iii. Should be an enrolled advocate of the High Court with a valid practicing certificate.

- iv. Should have at least seven (7) years of legal practice as a Lawyer or Attorney at law.
- v. Should have good communication, leadership and interpersonal skills.
- vi. Should be proficient in the use of relevant computer packages.
- vii. Should be a person of high integrity.

JOB TITLE : SENIOR LEGAL OFFICER
Salary Scale : M6.1
Responsible to : Deputy Director/ Legal Services
Responsible for : Legal Officer

PURPOSE OF THE JOB

- To provide effective legal services to the University on all legal matters.

DUTIES AND RESPONSIBILITIES

1. Provides legal services to the University including the drafting of agreements, contracts, registration and protection of intellectual property, memoranda and other legal documents.
2. Analyses, critiques and proffers legal opinion on administrative and policy decisions on matters of law.
3. Supports the Deputy Director/ Legal Services in liaising with various institutions on any legal matters including representation in Courts of Judicature.
4. Conducts due diligence on firms intending to carry out major projects for supply of goods or services to the University as may be directed by the Deputy Director/ Legal Services.
5. Supports the Deputy Director/ Legal Services in planning, preparation and execution of the budget of the Unit.
6. Reports on the activities and performance of the legal teams.
7. Supervises, mentors, coaches, counsels and appraises lower level staff of the Unit.
8. Interprets laws and other statutory instruments relating to the University.
9. Conducts legal research and drafts legal submissions and legal briefs to facilitate the defense team in court proceedings.

10. Undertakes other duties as may be assigned by Deputy Director/ Legal Services from time to time.

KEY OUTPUTS

- a) Legal services to the University provided.
- b) Legal opinion on administrative and policy decisions on matters of law tendered.
- c) Support for networking with various institutions on legal matters affecting the University provided.
- d) Due diligence for major projects or undertakings as instructed by the Deputy Director/ Legal Services done.
- e) Support in planning, preparing and executing the Unit budget tendered.
- f) Performance of the legal teams constituted in the Unit reported.
- g) Lower level staff of the Unit supervised, mentored, coached, counseled and appraised.
- h) Laws and other statutory instruments relating to the University interpreted.
- i) Legal research conducted and draft legal submissions and legal briefs prepared.
- j) Other official assignments performed as instructed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Law or equivalent legal qualification.
- ii. Should have a diploma in legal practice from Law Development Centre or other recognized institution.
- iii. Should be an enrolled advocate of the High Court with a valid practicing certificate.
- iv. Should have at least five (5) years of legal practice as a Lawyer or Attorney at law.
- v. Should have good communication, leadership and interpersonal skills.
- vi. Should be proficient in using relevant computer packages.
- vii. Should be a person of proven integrity.

JOB TITLE : LEGAL OFFICER
Salary Scale : M7
Responsible to : Senior Legal Officer
Responsible for : Legal Clerk/ Assistant

PURPOSE OF THE JOB

- To provide effective legal services to the University on legal matters.

DUTIES AND RESPONSIBILITIES

1. Provides legal services to the University including the drafting of agreements, contracts, registration and protection of intellectual property, memoranda and other legal documents.
2. Analyses, critiques and proffers legal opinion on administrative and policy decisions on matters of law.
3. Supports the conduct of due diligence on firms intending to carry out major projects for supply of goods or services to the University as may be directed by the Senior Legal Officer.
4. Reports on legal activities undertaken.
5. Supervises, mentors, coaches, counsels and appraises lower level staff of the Unit.
6. Provides clear oral and written interpretation of laws and other statutory instruments relating to the University.
7. Conducts legal research and drafts legal submissions and legal briefs to facilitate the defense team in court proceedings.
8. Undertakes other duties as may be assigned by Senior Legal Officer from time to time.

KEY OUTPUTS

- a) Legal services to the University provided.
- b) Legal opinion on administrative and policy decisions on matters of law tendered.
- c) Due diligence for major projects or undertakings as instructed by the Senior Legal Officer done.
- d) Legal activities undertaken reported.
- e) Lower level staff of the Unit supervised, mentored, coached, counseled and appraised.
- f) Laws and other statutory instruments relating to the University interpreted.
- g) Legal research conducted and draft legal submissions and legal briefs prepared.
- h) Other official assignments performed as instructed.

PERSON SPECIFICATIONS

- i. Should have a degree in Law or equivalent legal qualification.
- ii. Should have a diploma in legal practice from Law Development Centre or other recognized institution.
- iii. Should be an enrolled advocate of the High Court with a valid practicing certificate.
- iv. Should have at least three (3) years of legal practice as a Lawyer or Attorney at law.
- v. Should have good communication, leadership and interpersonal skills.
- vi. Should be computer literate.
- vii. Should be a person of proven integrity.

JOB TITLE : LEGAL CLERK/ ASSISTANT

Salary Scale : M10

Responsible to : Legal Officer

Responsible for : N/A

PURPOSE OF THE JOB

- To provide para-legal services under the direction of the Supervisor.

DUTIES AND RESPONSIBILITIES

1. Provides para-legal support to the senior legal team of the Unit.
2. Researches legal issues including verification of briefs and legal authority as assigned by the Supervisor.
3. Provides assistance to the senior legal team in drafting, negotiation or courtroom proceedings.
4. Manages evidentiary exhibits.
5. Prepares files of relevant documents for court as instructed.
6. Maintains chambers law library and legal documents.
7. Takes sworn statements from witnesses.
8. Undertakes other official duties as may be assigned by the Legal Officer from time to time.

KEY OUTPUTS

- a) Para-legal support to the senior legal team provided.
- b) Legal issues researched as assigned.
- c) Assistance to the senior legal team provided.
- d) Evidentiary exhibits managed.
- e) Court files and other relevant documents prepared as instructed.

- f) Chambers law library and legal documents managed.
- g) Sworn statements from witnesses taken.
- h) Other assigned official duties done.

PERSON SPECIFICATIONS

- i. Should have a Diploma in Law from a recognized institution.
- ii. Should have at least two (2) years of practice as a para-legal in a reputable institution.
- iii. Should have good communication and interpersonal skills.
- iv. Should be computer literate.
- v. Should be a person of proven integrity.

DEPARTMENT OF ESTATES AND WORKS

JOB TITLE : ASSISTANT DIRECTOR/ ESTATES AND WORKS
Salary Scale : M4
Responsible to : University Secretary
Responsible for : Senior Estates Officers

PURPOSE OF THE JOB

- To manage University estates, transport and logistics and related procurements and contract works.

DUTIES AND RESPONSIBILITIES

1. Oversees the development of policies, standards, strategies, plans and budgets for the operation of the University estates and works function.
2. Develops technical specifications and performance standards to facilitate procurement of furniture, parts, machinery and equipment as well as construction, rehabilitation, repair and maintenance of buildings and motor vehicles.
3. Oversees the management of the University vehicle fleet.
4. Prepares or reviews bills of quantities, design or other specifications or costing for goods and services that are supplied internally or outsourced.
5. Manages the implementation of technical projects including construction, rehabilitation, repair and maintenance of physical infrastructure and facilities in order to ensure conformity to policies, procedures, standards and contractual obligations.
6. Manages the implementation of planned preventive maintenance programs and schedules.

7. Supports the development and implementation of key operational and building management procedures and standards to ensure that they are effective, represent best practice and are properly adhered to across the University.
8. Oversees the deployment of staff and upkeep of the University grounds, gardens, roadways and paths.
9. Develops and regularly reviews cost effective construction and maintenance measures using internal resources or external contractors where appropriate.
10. Provides technical guidance on the selection of external engineering contractors and contract terms during the process of procurement.
11. Advises on safety, emergency and security measures for all works and fleet management including provision of equipment or accessories like fire and intruder alarms, emergency lighting, road sign posts and fire extinguishers.
12. Inspects and commissions completed construction and maintenance contracts.

KEY OUTPUTS

- a) Estates and Works policies, standards, strategies, plans and budgets developed.
- b) Technical works and equipment specifications and performance standards to facilitate procurement developed.
- c) University vehicle fleet managed.
- d) Bills of quantities, design or other specifications or costing for procurement of goods and services prepared.
- e) Implementation of technical projects managed.
- f) Implementation of planned preventive maintenance programs and schedules managed.
- g) Development and implementation key operational and building management procedures and standards managed.
- h) Deployment of staff and upkeep of the University grounds, gardens, roadways and paths managed.
- i) Cost effective construction and maintenance measures developed or regularly reviewed.

- j) Technical guidance for selection of external engineering contractors and development of appropriate contract terms provided.
- k) Safety, emergency and security measures for all works and fleet management advised.
- l) Completed construction and maintenance contracts inspected and commissioned.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Civil Engineering from a recognized University.
- ii. Should be registered by the Engineers Registration Board of Uganda and a member of a recognized professional engineering body like the Uganda Institute of Professional Engineers or equivalent institution.
- iii. Should have strong leadership, interpersonal and influencing skills as well as good communication skills.
- iv. Should have the ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment.
- v. Should be computer literate, capable of using word processing, spreadsheet and database – computer software packages.
- vi. Should have at least seven (7) years' experience in construction and maintenance of physical infrastructure.
- vii. Should have sound knowledge of project management, strategic planning and budgeting.

JOB TITLE : SENIOR ESTATES OFFICER/ CIVIL
Salary Scale : M5
Responsible to : Deputy Director/ Estates and Works
Responsible for : Estates Officer/ Civil
Estates Officer/ Electrical and Electronics

PURPOSE OF THE JOB

- To supervise and advise on civil and electrical and electronics engineering works of the University.

DUTIES AND RESPONSIBILITIES

1. Supports the development of policies, standards, strategies, plans and budgets for civil and electrical and electronics engineering works of the University.
2. Implements technical specifications and performance standards for construction, rehabilitation and maintenance of the Universities physical, electrical and electronics infrastructure including buildings, roads and electrical and electronics facilities.
3. Supports the preparation or review of bills of quantities, design or other specifications or costing for implementation of internal civil and electrical and electronics engineering works.
4. Carries out on-site supervision and advises on contracted civil and electrical and electronics engineering works including construction, rehabilitation, repair and maintenance of physical infrastructure and facilities.
5. Supervises the implementation of planned preventive civil and electrical and electronics engineering maintenance programs and schedules.

6. Implements and enforces adherence to established key operational and building management procedures and standards in all civil and electrical and electronics engineering works.
7. Supports the development and regularly review of cost effective installation, construction and maintenance measures.
8. Supports the Deputy Director/ Estates and Works to provide technical guidance on the selection of external engineering contractors and contract terms during the process of procurement.
9. Inspects and supervises the conformity of civil and electrical and electronics engineering works to prescribed safety, emergency and security measures.
10. Provides technical support to civil and electrical and electronics engineering projects.
11. Undertakes any other duties as assigned by the Deputy Director/ Estates and Works.

KEY OUTPUTS

- a) Development of policies, standards, strategies, plans and budgets for civil and electrical and electronics engineering works supported.
- b) Established technical specifications and performance standards for civil and electrical and electronics engineering works implemented.
- c) Preparation or review of bills of quantities, design or other specifications or costing for civil and electrical and electronics engineering works supported.
- d) On-site supervision of contracted civil and electrical and electronics engineering works undertaken and evaluation advised.
- e) Planned preventive civil and electrical and electronics engineering maintenance programs and schedules implemented.
- f) Key operational and building management procedures and standards for all civil and electrical and electronics engineering works implemented.
- g) Development and regularly review of cost effective construction and maintenance measures supported.

- h) Support for provision of technical guidance on the selection of external engineering contractors and contract terms tendered.
- i) Conformity of civil and electrical and electronics engineering works to prescribed safety, emergency and security measures enforced.
- j) Technical support to civil and electrical and electronics engineering projects provided.
- k) Other duties as assigned by the Deputy Director/ Estates and Works performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Civil Engineering from a recognized University.
- ii. Should be registered by the Engineers Registration Board of Uganda and a member of a recognized professional engineering body like the Uganda Institute of Professional Engineers or equivalent institution.
- iii. Should have strong leadership, interpersonal and influencing skills as well as good communication skills.
- iv. Should have the ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment.
- v. Should be computer literate, capable of using word processing, spreadsheet and database – computer software packages.
- vi. Should have at least five (5) years' experience in construction and maintenance of physical infrastructure, two (2) of which should have been at a supervisory level.
- vii. Should have sound knowledge of project management, strategic planning and budgeting.

JOB TITLE : SENIOR ESTATES OFFICER/ MECHANICAL
Salary Scale : M5
Responsible to : Deputy Director/ Estates and Works
Responsible for : Transport and Logistics Officer
Assistant Estates Officer/ Mechanical

PURPOSE OF THE JOB

- To supervise and advise on mechanical engineering works of the University.

DUTIES AND RESPONSIBILITIES

1. Supports the development of policies, standards, strategies, plans and budgets for mechanical works of the University.
2. Implements technical specifications and performance standards for repair and maintenance of the University vehicle fleet.
3. Supports the preparation or review of vehicle specifications and costs and that of other mechanical equipment and accessories.
4. Monitors and evaluates services for the repair and maintenance of the University vehicle fleet that are outsourced.
5. Supervises the implementation of planned preventive mechanical works maintenance programs and schedules.
6. Implements and enforces adherence to established key operational and fleet management procedures and standards.
7. Supports the development and regularly review of cost effective vehicle fleet maintenance measures.

8. Supports the Deputy Director/ Estates and Works to provide technical guidance on the selection of outsourced mechanical engineering services and contract terms during the process of procurement.
9. Inspects and supervises the conformity of mechanical works to prescribed safety, emergency and security measures.
10. Provides technical support to mechanical engineering projects including troubleshooting and advising on repair of all mechanical and hydraulic and diesel powered equipment.
11. Undertakes any other duties as assigned by the Deputy Director/ Estates and Works.

KEY OUTPUTS

- a) Development of policies, standards, strategies, plans and budgets for mechanical works supported.
- b) Established technical specifications and performance standards for mechanical works implemented.
- c) Preparation or review of specifications or costing vehicles and other mechanical equipment and accessories supported.
- d) Outsourced mechanical services monitored and evaluated.
- e) Planned preventive mechanical works maintenance programs and schedules implemented.
- f) Key operational and fleet management procedures and standards implemented.
- g) Development and regularly review of cost effective vehicle fleet maintenance measures supported.
- h) Support for provision of technical guidance on the selection of outsourced mechanical engineering services and contract terms tendered.
- i) Conformity of mechanical works to prescribed safety, emergency and security measures enforced.
- j) Technical support to mechanical engineering projects provided.
- k) Other duties as assigned by the Deputy Director/ Estates and Works performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Mechanical Engineering from a recognized University.
- ii. Should be registered by the Engineers Registration Board of Uganda and a member of a recognized professional engineering body like the Uganda Institute of Professional Engineers or equivalent institution.
- iii. Should have strong leadership, interpersonal and influencing skills as well as good communication skills.
- iv. Should have the ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment.
- v. Should be computer literate, capable of using word processing, spreadsheet and database – computer software packages.
- vi. Should have at least five (5) years' experience in mechanical engineering, two (2) of which should have been at a supervisory level.
- vii. Should have sound knowledge of project management, strategic planning and budgeting.

JOB TITLE : ESTATES OFFICER/ ESTATES MANAGEMENT
Salary Scale : M7
Responsible to : Deputy Director/ Estates and Works
Responsible for : Assistant Estates Officer/ Estates Management

PURPOSE OF THE JOB

- To supervise and advise on management of the University estates.

DUTIES AND RESPONSIBILITIES

1. Supports the development of policies, standards, strategies, plans and budgets for the management of the University's estates.
2. Manages inventory of the Universities estates including safe custody records pertaining to titling of University land.
3. Undertakes or supervises the periodic valuation of University estates.
4. Supports the acquisition of additional land and developed property by the University.
5. Liaises with the Senior Engineer/ Civil for the execution of construction, rehabilitation and repair civil works on the University building infrastructure.
6. Supervises the development of Master and physical plans for the development of University land.
7. Supervises the conduct of surveys, demarcation or titling of University land.
8. Liaises with the University Secretary for allocation of residential units, office space or business rentals.

9. Supports the drafting of rental contracts and notices, monitors use and ensures that contract terms are adhered to.
10. Liaises with the Legal Services Unit and other authorities to deal with infringements on the University estates.
11. Conducts property market surveys and advises on the pricing and collection of revenue for rental space or building space.
12. Monitors span of leases and renews them accordingly.
13. Inspects University buildings and other property, gets feedback from occupants and compiles and reports the problems or challenges to the appropriate authorities for action.
14. Undertakes any other duties as assigned by the Deputy Director/ Estates and Works.

KEY OUTPUTS

- a) Development of policies, standards, strategies, plans and budgets for estates management supported.
- b) Inventory of the University estates and related documentation managed.
- c) Periodic valuation of University estates done.
- d) Acquisition of additional land and developed property supported.
- e) Execution of construction, rehabilitation and repair civil works on the Universities building infrastructure coordinated.
- f) Master and physical plans for the development of University land done.
- g) Survey, demarcation or titling of University land done.
- h) Allocation of residential units, office space or business rentals supported.
- i) Drafting of rental contracts and notices supported and monitoring adherence to contract terms enforced.
- j) Infringements on the University estates reported and addressed.
- k) Property market surveys conducted and advises on the pricing and collection of rental revenue advised.
- l) Lease spans monitored and leases promptly renewed.
- m) Occupancy feedback compiled and problems or challenges addressed.

n) Other assigned duties by the Deputy Director/ Estates and Works performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Estates Management, Civil Engineering, Surveying, Built Environment, Valuation, Physical Planning or Business Administration from a recognized University.
- ii. Should be registered by a recognized professional body where required.
- iii. Should have well developed interpersonal relationship, negotiation communication skills.
- iv. Should have the ability to effectively establish supporting networks with internal and external Stakeholders.
- v. Should be computer literate.
- vi. Should have at least three (3) years' experience in either construction, property management, estates management or management of the built environment.
- vii. Should have sound knowledge of project management.

JOB TITLE : ESTATES OFFICER/ ELECTRICAL AND
ELECTRONICS

Salary Scale : M6

Responsible to : Senior Estates Officer/ Civil

Responsible for : Assistant Estates Officer/ Electrical and Electronics
Principal Technician/ Electrical and Electronics

PURPOSE OF THE JOB

- To supervise and advise on electrical and electronics engineering works of the University.

DUTIES AND RESPONSIBILITIES

1. Designs, reviews or interprets specifications and technical drawings for electrical and electronics engineering works.
2. Supervises the installation and testing of electrical and electronic facilities.
3. Implements technical specifications and performance standards for repair and maintenance of the University electrical and electronic facilities.
4. Supports the preparation or review of specifications and costs of electrical or electronic systems, products, components, and appliances.
5. Monitors and evaluates outsourced services for the repair and maintenance of University electrical or electronic facilities.
6. Supervises the implementation of planned preventive electrical and electronic engineering maintenance programs and schedules.
7. Implements and enforces adherence to established key operational procedures and standards for the management of electrical and electronic facilities.

8. Supports the Deputy Director/ Estates and Works to provide technical guidance on the selection of outsourced electrical and electronic engineering services and contract terms during the process of procurement.
9. Inspects and evaluates projects for conformity to established electrical and electronic engineering standards of safety, emergency and security.
10. Provides technical support to electrical engineering projects.
11. Undertakes any other official duties as assigned by the Senior Estates Officer/ Civil.

KEY OUTPUTS

- a) Electrical or electronics engineering specifications and technical drawings designed, reviewed or interpreted.
- b) Installation and testing of electrical and electronic facilities managed.
- c) Technical specifications and performance standards for repair and maintenance of the University electrical and electronic facilities implemented.
- d) Preparation or review of specifications and costs for electrical facilities or electronic systems, products, components, and appliances supported.
- e) Outsourced services for the repair and maintenance of University electrical or electronic facilities monitored and evaluated.
- f) Implementation of planned preventive electrical and electronics engineering maintenance programs and schedules managed.
- g) Adherence to established key operational procedures and standards for the management of electrical and electronic facilities implemented.
- h) Technical guidance on the selection of outsourced electrical and electronics engineering services and contract terms tendered.
- i) Established electrical and electronics engineering standards of safety, emergency and security enforced.
- j) Support to electrical and electronics engineering projects provided.
- k) Other duties as assigned by the Senior Estates Officer/ Civil performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Electrical or Electronics Engineering from a recognized University.
- ii. Should be registered by a recognized professional body where required.
- iii. Should have well developed interpersonal relationship, negotiation communication skills.
- iv. Should have the ability to effectively establish supporting networks with internal and external Stakeholders.
- v. Should be computer literate.
- vi. Should have at least three (3) years' experience in either management of electrical or electronics facilities or construction gained from a reputable institution.
- vii. Should have sound knowledge of project management.
- viii. Should have sound knowledge Electronics Troubleshooting, Electronic Testing Design.

JOB TITLE : TRANSPORT AND LOGISTICS OFFICER
Salary Scale : M6
Responsible to : Senior Estates Officer/ Mechanical
Responsible for : Assistant Transport and Logistics Officer

PURPOSE OF THE JOB

- To supervise the operations of the University vehicle fleet and management of logistics.

DUTIES AND RESPONSIBILITIES

1. Proposes transport and logistics schedules and deployments.
2. Assesses and reports on the status of current transport and logistics requirements of the University including vehicle needs, vehicle allocation, and transport requirements for distribution of logistics and storage or warehousing demands.
3. Supervises the implementation of transport and logistics services.
4. Liaises with competent authorities to clear and transport University logistical supplies from internal and external sources.
5. Implements and enforces adherence to established key operational procedures and standards for the management of transport and logistics management function.
6. Liaises with the Procurement and Disposal and Inventory Management Units to devise strategies for the appropriate management of inventory and stores.
7. Maintains proper records on all vehicles including servicing schedules, licenses and insurance and takes appropriate action where necessary including renewals.

8. Supervises and organises for vehicle repairs or service and procurement of vehicle spares where necessary.
9. Prepares monthly status report on all vehicles and their deployment in or out of the University.
10. Liaises with the relevant authorities to address internal transport and logistics challenges and serious accident and traffic offences involving University vehicles or Drivers.
11. Issues fuel, deploys and supervises Drivers.
12. Undertakes any other duties as assigned by the Senior Engineering Officer/ Mechanical.

KEY OUTPUTS

- a) Transport and logistics schedules and deployments proposed.
- b) Status of current transport and logistics requirements of the University assessed and reported.
- c) Transport and logistics services implemented.
- d) University logistical supplies delivered.
- e) Adherence to established key operational procedures and standards for the management of the transport and logistics function implemented.
- f) Strategies for the appropriate management of inventory and stores developed.
- g) Proper records on all vehicles maintained and appropriate action taken.
- h) Vehicle repairs or service and procurement of vehicle spares done.
- i) Monthly status reports on the vehicle fleet prepared.
- j) Internal transport and logistics challenges and serious accident and traffic offences addressed.
- k) Fuel issued and Drivers deployed and supervised.
- l) Other duties as assigned by the Deputy Director/ Estates and Works performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Mechanical Engineering, Procurement and Logistics Management or Fleet Management from a recognized Institution.

- ii. Should be registered by a recognized professional body where required.
- iii. Should have well developed interpersonal relationship and communication skills.
- iv. Should have supervisory ability.
- v. Should be able establish supporting networks with internal and external Stakeholders.
- vi. Should be computer literate.
- vii. Should have at least three (3) years' experience in transport and logistics management gained from a reputable institution.

JOB TITLE : ASSISTANT TRANSPORT AND LOGISTICS OFFICER
Salary Scale : M10
Responsible to : Transport and Logistics Officer
Responsible for : N/A

PURPOSE OF THE JOB

- To support the running of operations of the University vehicle fleet and management of logistics.

DUTIES AND RESPONSIBILITIES

1. Supports the planning scheduling of transport and logistics operations.
2. Compiles data and information on the status of existing University transport and logistics requirements of the University including vehicle needs, transport requirements for distribution of logistics and storage or warehousing needs for logistics.
3. Prepares a deployment schedule and work program for approval by Supervisor.
4. Supports the Supervisor to liaise with competent authorities to clear and transport routine University logistical supplies from abroad.
5. Implements adherence to established key operational procedures and standards for the management of transport and logistics facilities.
6. Organises for vehicle repairs, service, acquisition of vehicle spares and reports accordingly.
7. Interacts with the relevant authorities to address routine accident and traffic offences involving University vehicles or Drivers.
8. Supervises and appraises support staff of the Unit.

KEY OUTPUTS

- a) Electrical or electronics specifications and technical drawings designed, reviewed or interpreted.

- b) Supports the planning scheduling of transport and logistics operations.
- c) Compiles data and information on the status of existing University transport and logistics requirements of the University including vehicle needs, transport requirements for distribution of logistics and storage or warehousing needs for logistics.
- d) Prepares a deployment schedule and work program for approval by Supervisor.
- e) Supports the Supervisor to liaise with competent authorities to clear and transport routine University logistical supplies from abroad.
- f) Implements adherence to established key operational procedures and standards for the management of transport and logistics facilities.
- g) Organises for vehicle repairs, service, acquisition of vehicle spares and reports accordingly.
- h) Interacts with the relevant authorities to address routine accident and traffic offences involving University vehicles or Drivers.
- i) Supervises and appraises support staff of the Unit
- j) Other duties as assigned by Senior Estates Officer/ Mechanical performed.

PERSON SPECIFICATIONS

- i. Should have at least a Diploma in either Mechanical Engineering, Procurement and Logistics Management, Logistics Management or Fleet Management from a recognized Institution.
- ii. Should have good interpersonal relationship and communication skills.
- iii. Should be computer literate.
- iv. Should have at least two (2) years' experience in transport and logistics management gained from a reputable institution.

JOB TITLE : ASSISTANT ESTATES OFFICER/ ELECTRICAL AND ELECTRONICS

Salary Scale : M7

Responsible to : Estates Officer/ Electrical and Electronics

Responsible for : N/A

PURPOSE OF THE JOB

- To support the design and implementation of electrical and electronics at the University and related projects.

DUTIES AND RESPONSIBILITIES

1. Supports the design and budgeting for electrical and electronics engineering works of the University.
2. Supervises routine installation, repair and maintenance of electrical and electronics facilities and reports accordingly.
3. Deploys staff to routine electrical and electronics engineering assignments, oversees and reports on their implementation.
4. Monitors, undertakes on-site supervision and reports on compliance of internally instituted electrical and electronics engineering projects to design specifications and standards of safety, emergency and security.
5. Offers technical and professional advice to the Estates Officer/ Electrical and Electronics on issues related to electrical and electronics engineering installations at the University.
6. Performs any other official duties as may be assigned.

KEY OUTPUTS

- a) Design and budgeting for electrical works supported.
- b) Routine installation, repair and maintenance of electrical and electronics facilities done.

- c) Electrical and electronics staff deployed and their assignments managed.
- d) Compliance to terms of internally instituted electrical and electronics engineering projects managed.
- e) Technical and professional advice on routine electrical and electronics engineering works tendered.
- f) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Electrical or Electronics Engineering from a recognized University.
- ii. Should be registered by a recognized professional body where required.
- iii. Should have good interpersonal relationship and communication skills.
- iv. Should be computer literate.

JOB TITLE : ASSISTANT ESTATES OFFICER/ CIVIL
Salary Scale : M7
Responsible to : Senior Estates Officer/ Civil
Responsible for : Principal Technician/ Civil
Clerk of Works

PURPOSE OF THE JOB

- To support the design and implementation of civil engineering works at the University and related activities.

DUTIES AND RESPONSIBILITIES

1. Supports the design and budgeting for civil engineering works at the University.
2. Supervises routine installation, repair and maintenance of civil engineering infrastructure and reports accordingly.
3. Deploys staff to routine civil engineering assignments, oversees and reports on their implementation.
4. Monitors, undertakes on-site supervision and reports on compliance of internally instituted civil engineering projects to design specifications and standards of safety, emergency and security.
5. Offers technical and professional advice to the Estates Officer on issues related to civil engineering works at the University.
6. Performs any other official duties as may be assigned.

KEY OUTPUTS

- a) Routine design and budgeting for civil engineering works supported.
- b) Routine installation, repair and maintenance of civil works infrastructure done.
- c) Civil engineering staff deployed and their assignments managed.
- d) Compliance to terms of internally instituted civil engineering projects and standards managed.

- e) Technical and professional advice on routine civil engineering works tendered.
- f) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Civil Engineering from a recognized University.
- ii. Should be registered by a recognized professional body where required.
- iii. Should have good interpersonal relationship and communication skills.
- iv. Should be computer literate.

JOB TITLE : ASSISTANT ESTATES OFFICER/ WATER
Salary Scale : M7
Responsible to : Senior Engineering Officer/ Civil
Responsible for : Technician/ Water
Plumber

PURPOSE OF THE JOB

- To plan and supervise the installation, repair, maintenance and servicing of water flow installations at properties of the University.

DUTIES AND RESPONSIBILITIES

1. Designs blueprints, costs and supervises internally initiated installation of water systems and sewer lines.
2. Supervises the installation of water systems and sewer lines.
3. Supervises routine operations, repair and maintenance of water installations and sewer lines.
4. Tests the quality of water of at natural water sources on University premises and oversees the operation and maintenance of water installations and sewer lines.
5. Supervises scheduled preventive maintenance service on plumbing systems, fixtures and sewer lines.
6. Enforces and ensures adherence to building codes in plumbing work.
7. Performs any other official duties as may be assigned by the Senior Engineering Officer/ Civil.

KEY OUTPUTS

- a) Blueprints designs, costs and supervision of internally initiated water systems and sewer lines works done.
- b) Installation of water systems and sewer lines supervised.

- c) Routine operations, repair and maintenance of water installations and sewer lines done.
- d) Quality of water at natural water sources tested.
- e) Scheduled preventive maintenance service of plumbing systems, fixtures and sewer lines done.
- f) Building codes in plumbing work implemented.
- g) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Civil Engineering or Water Resources Management from a recognized University.
- ii. Should be registered by a recognized professional body where required.
- iii. Should have good interpersonal relationship and communication skills.
- iv. Should be computer literate.

JOB TITLE : ASSISTANT ESTATES OFFICER/ ESTATES
MANAGEMENT

Salary Scale : M7

Responsible to : Estates Officer/ Estates Management

Responsible for : N/A

PURPOSE OF THE JOB

- To support the management of the University estates.

DUTIES AND RESPONSIBILITIES

1. Compiles data for updating the inventory of the University's estates including that for housing stock and undeveloped property.
2. Follows up with the relevant University Units and other authorities on the survey, titling of University land and renewal of leases.
3. Supports the relevant University Units and other authorities on the conduct of due diligence for the acquisition of land or developed property.
4. Inspects the University's residential, business or leased property and reports on conformity to the terms of occupancy or lease.
5. Supports the conduct of property market surveys for rental or building space.
6. Compiles data on payments for rental space and advises the Assistant Estates Officer/ Estates Management accordingly.
7. Follows up on any resolutions pertaining to the management of University estates as delegated.
8. Undertakes any other duties as assigned by the Assistant Estates Officer/ Estates Management.

KEY OUTPUTS

- a) Data for updating the inventory of the University's estates compiled.
- b) Survey, titling and renewal of leases supported.

- c) Due diligence for the acquisition of land or developed property supported.
- d) Terms of occupancy or lease enforced.
- e) The conduct of property market surveys supported.
- f) Data on payments for rental space compiled.
- g) Implementation of resolutions pertaining to the management of University estates managed.
- h) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Estates Management, Civil Engineering, Surveying, Built Environment, Valuation, Physical Planning or Business Administration from a recognized University.
- ii. Should be registered by a recognized professional body where required.
- iii. Should have good interpersonal relationship, negotiation communication skills.
- iv. Should be computer literate.

JOB TITLE : PRINCIPAL TECHNICIAN/ ELECTRICAL AND
ELECTRONICS

Salary Scale : M10

Responsible to : Estates Officer/ Electrical and Electronics

Responsible for : N/A

PURPOSE OF THE JOB

- To support the conduct of electrical and electronics engineering works at the University.

DUTIES AND RESPONSIBILITIES

1. Designs and drafts plans, sketches and specifications for routine electrical and electronics engineering works.
2. Implements technical specifications and performance standards for routine electrical and electronics works.
3. Implements planned routine preventive electrical and electronics engineering maintenance programs and schedules.
4. Compiles data to facilitate design of electrical and electronics engineering projects or contracts.
5. Prepares cost estimates for materials, supplies or equipment for routine electrical and electronics engineering works.
6. Carries out on-site supervision of routine electrical and electronics engineering works.
7. Prepares written reports related to work assignments, including progress and inspection reports.
8. Inspects and supervises the conformity of routine electrical and electronics engineering works to prescribed safety, emergency and security measures.
9. Undertakes any other duties as assigned by the Estates Officer/ Electrical and Electronics.

KEY OUTPUTS

- a) Drafts plans, sketches and specifications for routine civil engineering work prepared.
- b) Technical specifications and performance standards for routine civil works implemented.
- c) Planned routine preventive civil engineering maintenance programs and schedules implemented.
- d) Data to facilitate design of civil engineering projects or contracts compiled.
- e) Cost estimates for materials, supplies or equipment for routine civil engineering works prepared.
- f) On-site supervision of routine civil engineering works done.
- g) Reports related to work assignments prepared.
- h) Conformity of routine civil works to prescribed safety, emergency and security measures implemented.
- i) Other duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have at least a Diploma in Electrical or Electronics Engineering from a recognized University.
- ii. Should have well developed supervisory and communication skills.
- iii. Should have at least five (5) years' experience in electrical or electronics engineering, two (2) of which should have been at a supervisory level.

JOB TITLE : PRINCIPAL TECHNICIAN/ MECHANICAL
Salary Scale : M10
Responsible to : Senior Estates Officer/ Mechanical
Responsible for : N/A

PURPOSE OF THE JOB

- To support the conduct of mechanical engineering works at the University.

DUTIES AND RESPONSIBILITIES

1. Designs and drafts plans, sketches and specifications for routine mechanical engineering works.
2. Implements technical specifications and performance standards for routine mechanical works.
3. Implements planned routine preventive mechanical engineering maintenance programs and schedules.
4. Compiles data to facilitate design of mechanical engineering projects or contracts.
5. Prepares cost estimates for materials, supplies or equipment for routine mechanical engineering works.
6. Carries out on-site supervision of routine mechanical engineering works.
7. Prepares written reports related to work assignments, including progress and inspection reports.
8. Inspects and supervises the conformity of routine mechanical engineering works to prescribed safety, emergency and security measures.
9. Undertakes any other duties as assigned by the Senior Estates Officer/ Mechanical.

KEY OUTPUTS

- a) Drafts plans, sketches and specifications for routine mechanical engineering work prepared.

- b) Technical specifications and performance standards for routine mechanical engineering works implemented.
- c) Planned routine preventive mechanical engineering works maintenance programs and schedules implemented.
- d) Data to facilitate design of mechanical engineering projects or contracts compiled.
- e) Cost estimates for materials, supplies or equipment for routine mechanical engineering works prepared.
- f) On-site supervision of routine mechanical engineering works done.
- g) Reports related to work assignments prepared.
- h) Conformity of routine civil works to prescribed safety, emergency and security measures implemented.
- i) Other duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have at least a Diploma in Mechanical Engineering from a recognized University.
- ii. Should have well developed supervisory and communication skills.
- iii. Should have at least five (5) years' experience in mechanical engineering, two (2) of which should have been at a supervisory level.

JOB TITLE : PRINCIPAL TECHNICIAN/ CIVIL

Salary Scale : M10

Responsible to : Senior Estates Officer/ Civil

Responsible for : Senior Technician/ Civil

PURPOSE OF THE JOB

- To support the conduct of civil engineering works at the University.

DUTIES AND RESPONSIBILITIES

1. Designs and drafts plans, sketches and specifications for routine civil engineering works.
2. Implements technical specifications and performance standards for routine civil engineering works.
3. Implements planned routine preventive civil engineering maintenance programs and schedules.
4. Compiles data to facilitate design of civil engineering projects or contracts.
5. Prepares cost estimates for materials, supplies or equipment for routine civil engineering works.
6. Carries out on-site supervision of routine civil engineering works.
7. Prepares written reports related to work assignments, including progress and inspection reports.
8. Inspects and supervises the conformity of routine civil engineering works to prescribed safety, emergency and security measures.
9. Undertakes any other duties as assigned by the Senior Estates Officer/ Civil.

KEY OUTPUTS

- a) Drafts plans, sketches and specifications for routine civil engineering work prepared.
- b) Technical specifications and performance standards for routine civil engineering works implemented.

- c) Planned routine preventive civil engineering maintenance programs and schedules implemented.
- d) Data to facilitate design of civil engineering projects or contracts compiled.
- e) Cost estimates for materials, supplies or equipment for routine civil engineering works prepared.
- f) On-site supervision of routine civil engineering works done.
- g) Reports on work assignments prepared.
- h) Conformity of routine civil works to prescribed safety, emergency and security measures implemented.
- i) Other duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have at least a Diploma in Civil Engineering from a recognized University.
- ii. Should have well developed supervisory and communication skills.
- iii. Should have at least five (5) years' experience in construction, two (2) of which should have been at a supervisory level.

JOB TITLE : SENIOR TECHNICIAN/ CIVIL

Salary Scale : M10

Responsible to : Principal Technician/ Civil

Responsible for : Technician/ Civil

PURPOSE OF THE JOB

- To conduct routine civil engineering works at the University.

DUTIES AND RESPONSIBILITIES

1. Implements technical specifications and performance standards for routine civil engineering works.
2. Undertakes planned routine preventive civil engineering works.
3. Assists in compiling data to facilitate design of civil engineering projects or contracts.
4. Assists in preparing cost estimates for materials, supplies or equipment for routine civil engineering works.
5. Reports on progress and challenges of work assignments to the Supervisor.
6. Implements prescribed safety, emergency and security measures during the conduct of civil engineering works.
7. Supervises support staff assigned to civil engineering works.
8. Undertakes any other duties as assigned by the Senior Technician/ Civil.

KEY OUTPUTS

- a) Technical specifications and performance standards for routine civil engineering works implemented.
- b) Planned routine preventive civil works maintenance programs and schedules done.
- c) Assistance in compiling data to facilitate design of civil engineering projects or contracts provided.

- d) Assistance in preparing cost estimates for materials, supplies or equipment for routine civil engineering works provided.
- e) Reports on work assignments prepared.
- f) Conformity of routine civil engineering works to prescribed safety, emergency and security measures implemented.
- g) Assigned support staff supervised.
- h) Other duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have at least a Diploma in Civil Engineering from a recognized University.
- ii. Should have well developed supervisory and communication skills.
- iii. Should have at least three (3) years' experience in construction.

JOB TITLE : TECHNICIAN/ CIVIL
Salary Scale : M12
Responsible to : Senior Technician/ Civil
Responsible for : N/A

PURPOSE OF THE JOB

- To assist in the conduct of routine civil engineering works at the University.

DUTIES AND RESPONSIBILITIES

1. Undertakes and implements technical specifications and performance standards for routine civil engineering works.
2. Undertakes planned routine preventive civil engineering works.
3. Reports on progress and challenges of work assignments to the Supervisor.
4. Implements prescribed safety, emergency and security measures during the conduct of civil engineering works.
5. Undertakes any other duties as assigned by the Deputy Director/ Estates and Works.

KEY OUTPUTS

- a) Routine civil engineering works done and technical specifications and performance standards implemented.
- b) Planned routine preventive civil works maintenance programs and schedules done.
- c) Reports on work assignments prepared.
- d) Conformity of routine civil works to prescribed safety, emergency and security measures implemented.
- e) Other duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have at least a Diploma in Civil Engineering from a recognized University.

- ii. Should have good communication skills.

JOB TITLE : TECHNICIAN/ WATER
Salary Scale : M11
Responsible to : Assistant Estates Officer/ Water
Responsible for : N/A

PURPOSE OF THE JOB

- To assist in the routine installation, repair, maintenance and servicing of water flow installations.

DUTIES AND RESPONSIBILITIES

1. Undertakes and implements technical specifications and performance standards for routine installation, repair, maintenance and servicing of water flow installations.
2. Undertakes planned routine preventive water engineering works.
3. Reports on progress and challenges of work assignments to the Supervisor.
4. Implements prescribed standards of safety and sanitation during the conduct of water engineering works.
5. Undertakes any other duties as assigned by the Assistant Estates Officer/ Water.

KEY OUTPUTS

- a) Routine water engineering works done and technical specifications and performance standards implemented.
- b) Planned routine preventive water engineering maintenance programs and schedules done.
- c) Reports on work assignments prepared.
- d) Conformity of routine water engineering works to prescribed standards of safety and sanitation measures implemented.
- e) Other duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have at least a Diploma in Civil Engineering (Water engineering option) from a recognized University.
- ii. Should have good communication skills.

JOB TITLE : CLERK OF WORKS
Salary Scale : M12
Responsible to : Assistant Estates Officer/ Civil
Responsible for : N/A

PURPOSE OF THE JOB

- To assist the site Engineer to check civil engineering works being undertaken and their conformity to the required standards of quality, schedules, cost, health and safety.

DUTIES AND RESPONSIBILITIES

1. Undertakes on-site basic inspection of civil engineering projects and assesses the quality of ongoing work.
2. Attends site meetings and advises on routine challenges being encountered or likely to be encountered.
3. Makes recommendations on any aspect of the civil engineering works that do not comply to plans, specifications or schedules of works or cost.
4. Monitors the standards of on-site conformity to construction health and safety standards.
5. Undertakes scaffolding inspections.
6. Prepares and issues periodic reports for all visits, including weather instructions, amendments, labour force, quality, health and safety and materials test results.
7. Monitors compliance to schedules of defects after handover to ensure their rectification before the expiration of the defects liability period.
8. Inspects material samples to ensure that they are consistent with those approved for the civil engineering construction works.
9. Undertakes any other duties as assigned by the Assistant Estates Officer/ Civil.

KEY OUTPUTS

- a) On-site basic inspection undertaken and quality of ongoing work assessed.

- b) Routine site challenges encountered or likely to be encountered advised.
- c) Recommendations on discrepancies in plans, specifications or schedules of works or cost made.
- d) On-site standards of construction health and safety monitored.
- e) Scaffoldings inspected.
- f) Periodic reports for all visits prepared and submitted.
- g) Compliance to schedules of defects after handover monitored.
- h) Material samples checked.
- i) Other duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have at least a crafts certificate in construction.
- ii. Should have at least seven (7) years' experience in construction and maintenance of physical infrastructure.
- iii. Should have good communication skills.
- iv. Should have the ability to pay attention to detail.
- v. Should have in-depth knowledge of the construction industry and sound knowledge of construction regulations
- vi. Should have good written and oral communication skills
- vii. Should have the ability to liaise with staff at all levels

SECURITY OFFICE

JOB TITLE : SECURITY OFFICER
Salary Scale : M7
Responsible to : University Secretary
Responsible for : Assistant Security Officer

PURPOSE OF THE JOB

- To manage and direct the effective provision and coordination of security of self and assets at the University.

DUTIES AND RESPONSIBILITIES

1. Develops a security strategies and operational plans that assures security of self and assets and manages their implementation on approval.
2. Develops work schedules, deployment plans and manages the security detail and its equipment.
3. Organises and manages security training programs for the detail to enhance their preparedness and capacity to handle security matters.
4. Develops and enforces a code of conduct for the security personnel.
5. Develops and implements security protocols at the University.
6. Provides daily briefs to the University Secretary on the status of security at the University and monthly security reports thereafter.
7. Monitors the daily supervision of the security detail.
8. Liaises with other security agencies, the local community and other Stakeholders on security operations and other security matters relating to the University, students and staff.
9. Provides security at all official functions of the University.
10. Identifies security challenges and develops proposals for the enhancement of the security at the University.

11. Performs any other official duties as may be assigned by the University Secretary.

KEY OUTPUTS

- a) Security work schedules, deployment plans developed and security detail and its equipment managed.
- b) Security training programs organised and managed.
- c) Code of conduct for security personnel developed and enforced.
- d) Security protocols developed and implemented.
- e) Daily briefs on the status of security provided and monthly security reports prepared and submitted.
- f) Daily supervision of the security detail monitored.
- g) Cooperation with other security agencies, the local community and other Stakeholders on security operations and other security matters done.
- h) Security at all official functions of the University provided.
- i) Security challenges identified and proposals for addressing them and enhancing security developed.
- j) Other official duties as assigned by the University Secretary performed.

PERSON SPECIFICATIONS

- i. Should have a degree from a recognized institution.
- ii. Should have served at the rank of at least Assistant Inspector of Police or equivalent rank in the disciplined forces or private security organisation.
- iii. Should have at least three (3) years' experience in security of a reputable institution.
- iv. Should have good interpersonal relationship skills.
- v. Should have good training and communication skills.
- vi. Should be able to effectively coordinate work of a team.

JOB TITLE : ASSISTANT SECURITY OFFICER
Salary Scale : M12
Responsible to : University Secretary
Responsible for : Assistant Security Officer

PURPOSE OF THE JOB

- To manage and direct the effective provision and coordination of security of self and assets at the University.

DUTIES AND RESPONSIBILITIES

1. Supports the Security Officer in developing security strategies and operational plans for the University.
2. Deploys and supervises the security detail as planned.
3. Conducts routine monitoring of the security detail during daily operations.
4. Briefs the Security Officer on daily administrative and operational security routines.
5. Implements approved security protocols and ensures that the security detail adheres to them.
6. Issues security equipment, including firearms where available, and manages its use, upkeep and safe custody.
7. Distributes uniforms and other apparel to the security detail where availed.
8. Supports the Security Officer in enforcing the code of conduct for the security personnel.
9. Supports the Security Officer to liaise with other security agencies, the local community and other Stakeholders on security operations and other security matters relating to the University, students and staff.
10. Performs any other official duties as may be assigned by Security Officer.

KEY OUTPUTS

- a) Support to the Security Officer in developing security strategies and operational plans provided.
- b) Security detail deployed and supervised.
- c) Monitoring of the deployed security detail done.
- d) Daily operational and administrative briefs to the Security Officer done.
- e) Security protocols implemented and adherence to then enforced.
- f) Security equipment issued and its use, upkeep and custody managed.
- g) Distributes uniforms and other apparel to the security detail where availed.
- h) Supports the Security Officer in enforcing the code of conduct for the security personnel.
- i) Support to the Security Officer in liaising with all Stakeholders provided.
- j) Other official duties as assigned by the Security Officer done.

PERSON SPECIFICATIONS

- i. Should have at least a Uganda Advanced Certificate of Education.
- ii. Should.
- iii. Should have at least three (3) years' experience in security of a reputable institution.

OR

- Should have at least a Uganda Certificate of Education with a minimum of four credits including English Language, or equivalent, have served at the rank of at least Sergeant or equivalent rank in the disciplined forces or private security organization with an experience of at least five (5) years
- iv. Should have good interpersonal relationship skills.
 - v. Should have good training and communication skills.
 - vi. Should be able to effectively coordinate work of a team.

JOB TITLE : HEAD SECURITY GUARD

Salary Scale : M14

Responsible to : Assistant Security Officer

Responsible for : Security Guards

PURPOSE OF THE JOB

- To supervise and support the Security Guards in the provision of security at the University.

DUTIES AND RESPONSIBILITIES

1. Supervises Security Guards where deployed.
2. Conducts routine inspection to ascertain that the deployed security detail is at the work station.
3. Reports cases of non-attendance to duty by the Security Guards, for various reasons, for appropriate action.
4. Briefs the Assistant Security Officer on daily administrative and operational security routines.
5. Implements approved security protocols and ensures that the security detail adheres to them.
6. Checks and reports on the functionality of security equipment.
7. Supports the Assistant Security Officer in enforcing the code of conduct for the security personnel.
8. Performs any other official duties as may be assigned by Assistant Security Officer.

KEY OUTPUTS

- a) Security Guards supervised.
- b) Routine inspection of deployments done.
- c) Cases of non-attendance reported.
- d) Daily security briefs done.

- e) Approved security protocols implemented and adhered to.
- f) Functionality of security equipment checked and reported.
- g) Support for enforcement of the security personnel code of conduct provided.
- h) Other official duties as assigned by the Assistant Security Officer performed.

PERSON SPECIFICATIONS

- i. Should have at least a Uganda Certificate of Education with a minimum of four credits including English Language.
- ii. Should have at least two (2) years' experience in security of a reputable institution.
- iii. Should have good interpersonal relationship skills.
- iv. Should have good supervisory skills.

JOB TITLE : SECURITY GUARD
Salary Scale : M15
Responsible to : HEAD SECURITY GUARD
Responsible for : N/A

PURPOSE OF THE JOB

- To guard the places where deployed and implement all approved security protocols.

DUTIES AND RESPONSIBILITIES

1. Guards and patrols places where deployed.
2. Checks lock up of premises at the close of the day.
3. Checks vehicles, persons, luggage or packages according to the established security policies and security protocol of the University.
4. Maintains register at the security entry points.
5. Apprehends and questions suspicious persons.
6. Directs clients to their inquired destinations on the University premises in accordance with the security protocols.
7. Reports infringements to security including theft, burglary, vandalism and disturbances to public order to the Supervisor.
8. Performs any other official duties as assigned by the Supervisor.

KEY OUTPUTS

- a) Deployment station guarded and patrolled.
- b) Lock up of premises checked.
- c) Security checks undertaken and security policies and protocols observed.
- d) Security register at entry points maintained.
- e) Suspicious persons questioned and apprehended.
- f) Clients directed to their destinations.
- g) Infringements to security reported.

- h) Performs any other official duties as assigned by the Supervisor.
- i) Other official duties as assigned by the Head Security Guard performed.

PERSON SPECIFICATIONS

- i. Should have an O' level Certificate
- ii. Will undergo training in basic policing duties.

DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES

JOB TITLE : ASSISTANT DIRECTOR/ ICT SERVICES
Salary Scale : M4
Responsible to : University Secretary
Responsible for : Senior Systems Administrator
Senior End User Support Officer
Senior Systems Administrator/ Cyber Security
Senior E-Learning Officer

PURPOSE OF THE JOB

- To manage and direct the effective provision of Information and Communication Technology services to the University

DUTIES AND RESPONSIBILITIES

1. Initiates, develops and reviews the internal ICT policies of the University for consideration by Management and Council.
2. Evaluates user needs of the academic and administrative units and system functionality and ensures that ICT facilities meet these needs.
3. Manages the planning, supervision and delivery of ICT projects, both internally initiated and contracted.
4. Directs the provision of technical support to the various units of the University including training of end users, systems maintenance, crisis management and disaster recovery.
5. Researches on existing and emerging ICT technologies and trends that can be of benefit to the University and advises management accordingly.
6. Supervises installation of new or refurbishing of existing ICT infrastructure.
7. Develops and maintains procedures for installation, configuration, security and update of operating systems and applications.

8. Oversees implementation and application of acceptable ICT systems standards, practices and compliance to software licensing laws.
9. Supervises, mentors, coaches, counsels and appraise staff in the Department.
10. Monitors, evaluates and prepares periodic reports on the University's ICT environment.
11. Performs any other official duties as assigned by the University Secretary.

KEY OUTPUTS

- a) University ICT policies initiated, developed or reviewed for consideration by Management and Council.
- b) User ICT needs evaluated and appropriate ICT facilities acquired.
- c) ICT projects planned, supervised and delivered.
- d) Appropriate technical ICT support to the various units of the University provided.
- e) Emerging ICT technologies and trends researched and advised.
- f) Supervises installation of new or refurbishing of existing ICT infrastructure.
- g) Procedures for installation, configuration, security and update of operating systems and applications developed and maintained.
- h) Implementation and application of acceptable ICT systems standards, practices and compliance to software licensing laws managed.
- i) Staff in the Department supervised, mentored, coached, counselled and appraised.
- j) The University's ICT environment monitored, evaluated and reported.
- k) Other official duties as assigned by the University Secretary done.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Computer Science, Information Technology, Computer Systems Engineering or Computer Mathematics from a recognized institution.
- ii. Should be a certified IT professional with any one or more of the following:
Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database

Administrator (ICDA), Oracle Database Certification (ODC), CISCO Certified Network Associate (CCNA), CISCO Certified Network Professional (CCNP), Certified Network Associate (CAN), Linux Professional Institute Certification (LPIC), Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).

- iii. Should possess an experience of not less than seven (7) years of operating in an IT environment, three (3) of which should have been in an ICT management position of a reputable institution.
- iv. Should have good interpersonal relationship skills.
- v. Should have good training and communication skills.
- vi. Should be able to effectively coordinate work of a multi-skilled technical team.

JOB TITLE : SENIOR SYSTEMS ADMINISTRATOR

Salary Scale : M5

Responsible to : Deputy Director/ ICT Services

Responsible for : Systems Administrator

PURPOSE OF THE JOB

- To implement, supervise and maintain server and network infrastructures and projects.

DUTIES AND RESPONSIBILITIES

1. Designs, installs, configures and manages internal and customer facing servers, network devices and firewalls.
2. Organises and supervises troubleshooting tests, system upgrades and security backups of hardware and software.
3. Develops and implements project plans, risk assessments and contingency plans for management of crises and disaster recovery.
4. Defines and documents ICT best practices, support structures and procedures.
5. Supervises the provision of technical support and training to users of ICT infrastructures.
6. Maintains an ICT inventory and asset configuration documentation.
7. Assists the Deputy Director/ ICT Services with hardware, firewall, telecom and software vendor evaluation and negotiations.
8. Researches on existing and emerging ICT technologies and trends that can be of benefit to the University and advises the Deputy Director/ ICT Services accordingly.
9. Assists the Deputy Director/ ICT Services in supervising the installation of new or refurbishing of existing ICT infrastructure.
10. Implements procedures for installation, configuration, security and update of operating systems and applications.
11. Implements and applies acceptable ICT systems standards, practices and compliance to software licensing laws.

12. Supervises, mentors, coaches, counsels and appraise lower level ICT staff in the Department.
13. Performs any other official duties as assigned by the Deputy Director/ ICT Services.

KEY OUTPUTS

- a) Servers, network devices and firewalls designed, installed, configured and managed.
- b) Troubleshooting, system upgrades and security backups organised and supervised.
- c) Project plans, risk assessments and contingency plans for management of the ICT infrastructure developed and implemented.
- d) ICT best practices, support structures and procedures defined and documented.
- e) Provision of technical support and training to end users of ICT infrastructure managed.
- f) ICT inventory and asset configuration documentation maintained.
- g) Support to the Deputy Director/ ICT Services on hardware, firewall, telecom and software vendor evaluation and negotiations provided.
- h) Emerging ICT technologies and trends researched and advised.
- i) Support to the Deputy Director/ ICT Services for supervising the installation of new or refurbishing of existing ICT infrastructure provided.
- j) Procedures for installation, configuration, security and update of operating systems and applications Implemented.
- k) Acceptable ICT systems standards, practices and compliance to software licensing laws implemented or applied.
- l) Lower level ICT staff in the Department supervised, mentored, coached, counselled and appraised.
- m) Other official duties as assigned by the Deputy Director/ ICT Services done.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Computer Science, Information Technology, Computer Systems Engineering or Computer Mathematics from a recognized institution.
- ii. Professional certification in any one or more of the following will be an added advantage:
Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database Administrator (ICDA), Oracle Database Certification (ODC), CISCO Certified Network Associate (CCNA), CISCO Certified Network Professional (CCNP), Certified Network Associate (CAN), Linux Professional Institute Certification (LPIC), Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).
- iii. Should possess an experience of not less than five (5) years of operating in an IT environment, two (2) of which should have been in an ICT management position of a reputable institution.
- iv. Should have good interpersonal relationship skills.
- v. Should have good training and communication skills.
- vi. Should be able to effectively supervise a multi-skilled technical team.
- vii. Should be able to manage server virtualization technologies and have a good understanding of LAN/ WAN networking.

JOB TITLE : SYSTEMS ADMINISTRATOR
Salary Scale : M6.2
Responsible to : Senior Systems Administrator
Responsible for : Lower level ICT staff where deployed

PURPOSE OF THE JOB

- To provide ICT support for implementation and maintenance of server and network infrastructures and projects.

DUTIES AND RESPONSIBILITIES

1. Installs, configures and manages internal and customer facing servers, network devices and firewalls.
2. Conducts troubleshooting tests, system upgrades and security backups of hardware and software.
3. Implements project plans, risk assessments and contingency plans for management of crises and disaster recovery.
4. Provides technical support and training to users of ICT infrastructures.
5. Compiles information on ICT inventory and asset configuration.
6. Researches on existing and emerging ICT technologies and trends that can be of benefit to the University and advises the Senior Systems Administrator accordingly.
7. Installs or configures security or operating applications or systems.
8. Implements and applies acceptable ICT systems standards, practices and compliance to software licensing laws.
9. Supervises, mentors, coaches, counsels and appraise lower level ICT staff in the Department.
10. Performs any other official duties as assigned by the Senior Systems Administrator.

KEY OUTPUTS

- a) Internal and customer facing servers, network devices and firewalls installed, configured and managed.

- b) Troubleshooting tests, system upgrades and security backups of hardware and software done.
- c) Project plans, risk assessments and contingency plans for management of crises and disaster recovery implemented.
- d) Technical support and training to users of ICT infrastructures provided.
- e) Information on ICT inventory and asset configuration compiled.
- f) Emerging ICT technologies and trends researched and advised.
- g) Security or operating applications or systems installed or configured.
- h) Acceptable ICT systems standards, practices and compliance to software licensing laws implemented or applied.
- i) Supervises, mentors, coaches, counsels and appraise lower level ICT staff in the Department.
- j) Performs any other official duties as assigned by the Senior Systems Administrator.
- k) Procedures for installation, configuration, security and update of operating systems and applications Implemented.
- l) Acceptable ICT systems standards, practices and compliance to software licensing laws implemented or applied.
- m) Lower level ICT staff in the Department supervised, mentored, coached, counselled and appraised.
- n) Other official duties as assigned by the Deputy Director/ ICT Services done.

PERSON SPECIFICATIONS

- i. Should have a degree in either Computer Science, Information Technology, Computer Systems Engineering or Computer Mathematics from a recognized institution.
- ii. Professional certification in any one or more of the following will be an added advantage:
 Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database Administrator (ICDA), Oracle Database Certification (ODC), CISCO Certified

Network Associate (CCNA), CISCO Certified Network Professional (CCNP), Certified Network Associate (CAN), Linux Professional Institute Certification (LPIC), Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).

- iii. Should possess an experience of not less than three (3) years of operating in an IT environment of a reputable institution.
- iv. Should have good interpersonal relationship skills.
- v. Should have good training and communication skills.
- vi. Should be able to manage server virtualization technologies and have a good understanding of LAN/ WAN networking.

JOB TITLE : SENIOR END USER SUPPORT OFFICER
Salary Scale : M5
Responsible to : Deputy Director/ ICT Services
Responsible for : Help Desk Assistant

PURPOSE OF THE JOB

- To deliver the ICT infrastructure support services to staff and students including audio, visual, communications devices and computing solutions.

DUTIES AND RESPONSIBILITIES

1. Engages users to identify their needs and develops and implements ICT user support plans and schedules.
2. Undertakes troubleshooting tests and security backups of hardware and software for individual or collective end users.
3. Conducts system diagnostics and uses other relevant tools to help users identify and resolve hardware and software challenges.
4. Supports users in data recovery arising out of security breaches or system failures.
5. Develops and continually improves simple training support materials to guide users.
6. Trains staff and students in user applications, security and basic systems ICT infrastructure management and maintenance.
7. Assists users in deriving ICT specifications that address their needs.
8. Researches on existing and emerging ICT technologies and trends that can be of benefit to users of ICT facilities and advises them accordingly.
9. Supports users to install, configure or upgrade their systems.
10. Supervises, mentors, coaches, counsels and appraise lower level ICT staff in the Department.
11. Performs any other official duties as assigned by the Deputy Director/ ICT Services.

KEY OUTPUTS

- a) User needs identified and user support plans and schedules developed and implemented.
- b) Troubleshooting tests undertaken and necessary backups done.
- c) Systems diagnostics conducted, ICT challenges identified and resolved.
- d) Lost data recovered.
- e) Training support materials developed and continually improved.
- f) Training of users in applications, security and basic systems ICT infrastructure management and maintenance conducted.
- g) Relevant user ICT specifications needs established.
- h) Emerging ICT technologies and trends researched and advised.
- i) Systems installations, configurations or upgrades supported.
- j) Lower level ICT staff in the Department supervised, mentored, coached, counselled and appraised.
- k) Other official duties as assigned by the Deputy Director/ ICT Services done.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Computer Science, Information Technology, Computer Systems Engineering or Computer Mathematics from a recognized institution.
- ii. Professional certification in any one or more of the following will be an added advantage:

Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database Administrator (ICDA), Oracle Database Certification (ODC), CISCO Certified Network Associate (CCNA), CISCO Certified Network Professional (CCNP), Certified Network Associate (CAN), Linux Professional Institute Certification (LPIC), Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).

- iii. Should possess an experience of not less than five (5) years of operating in an IT environment, two (2) of which should have been in an ICT management position of a reputable institution.
- iv. Should have good interpersonal relationship skills.
- v. Should have good training and communication skills.
- vi. Should be able to effectively supervise a multi-skilled technical team.

JOB TITLE : SENIOR SYSTEMS ADMINISTRATOR/ CYBER
SECURITY

Salary Scale : M5

Responsible to : Deputy Director/ ICT Services

Responsible for : N/A

PURPOSE OF THE JOB

- To implement, supervise and maintain security on the University's ICT infrastructure.

DUTIES AND RESPONSIBILITIES

1. Develops or reviews the University ICT security risk management framework and strategies.
2. Identifies threats and designs, implements and monitors security measures for the protection of computer systems, networks and information.
3. Provides project and team leadership for all security initiatives and administration.
4. Configures and troubleshoots security infrastructure devices.
5. Develops and implements project plans, risk assessments and contingency plans for management of breaches in security.
6. Provides technical expertise to the ICT team and users in the event of breach or infringement on the security of the ICT infrastructure.
7. Monitors all logging systems, maintains and administers security-related systems and network appliances
8. Researches on existing and emerging ICT security threats or technologies and provides consultative expertise on ICT or ICT related projects.
9. Prepares comprehensive reports including assessment-based findings, outcomes and propositions for further system security enhancement.
10. Develops and documents standard operating procedures and protocols to mitigate security vulnerabilities.
11. Notifies end users of ICT facilities on any new ICT security threats and course of action.

12. Supervises, mentors, coaches, counsels and appraise lower level ICT staff in the Department.
13. Performs any other official duties as assigned by the Deputy Director/ ICT Services.

KEY OUTPUTS

- a) University ICT security risk management framework and strategies developed or reviewed.
- b) Security threats identified and measures to deal with them developed and monitored.
- c) Project and team leadership for all security initiatives and administration provided.
- d) Security infrastructure devices configured and tested.
- e) Project plans, risk assessments and contingency plans for management of breaches in security developed and implemented.
- f) Technical expertise in the event of breach or infringement on the security of the ICT infrastructure provided.
- g) Logging systems monitored and security-related systems and network appliances maintained and administered.
- h) Existing and emerging ICT security threats or security enhancing technologies researched and consultative expertise on ICT or ICT related projects provided.
- i) Security assessments undertaken and reported and advice on security enhancement tendered.
- j) Standard operating procedures and protocols to mitigate security vulnerabilities developed and documented.
- k) Notification of new ICT security threats tendered and appropriate course of action advised.
- l) Lower level ICT staff in the Department supervised, mentored, coached, counselled and appraised.
- m) Other official duties as assigned by the Deputy Director/ ICT Services done.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Computer Science, Information Technology, Computer Systems Engineering or Computer Mathematics from a recognized institution.
- ii. Professional certification in any one or more of the following will be an added advantage:
Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database Administrator (ICDA), Oracle Database Certification (ODC), CISCO Certified Network Associate (CCNA), CISCO Certified Network Professional (CCNP), Certified Network Associate (CAN), Linux Professional Institute Certification (LPIC), Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).
- iii. Should possess an experience of not less than five (5) years of operating in an IT environment, two (2) of which should have been in an ICT management position of a reputable institution.
- iv. Should have good interpersonal relationship skills.
- v. Should have good training and communication skills.
- vi. Should be able to effectively supervise a multi-skilled technical team.
- vii. Should have had a working experience in building and maintaining ICT security systems including firewalls, intrusion detection systems, anti-virus software, authentication systems, log management, content filtering.

JOB TITLE : SENIOR E-LEARNING OFFICER

Salary Scale : M5

Responsible to : Deputy Director/ ICT Services

Responsible for : E-Learning Officer

PURPOSE OF THE JOB

- To provide ICT support to the academic units in the operation and management of their e-learning programs.

DUTIES AND RESPONSIBILITIES

1. Supports academic units in establishing and budgeting for their e-learning operations.
2. Organizes and develop the University Virtual Learning Environment by installing, updating, enhancing or modifying them in accordance with the needs of the academic units.
3. Liaises with the Senior Systems Administrator/ Cyber Security in developing and managing the integrity of security, data or information in the e-learning environment including the e-learning repository.
4. Advises and provides the necessary technical support to academic units on the optimal use of their Virtual Learning Environment and the University Intranet.
5. Conducts training programs for academic staff on the use of e-learning applications in the delivery of teaching.
6. Develops training materials and documentation to help staff and students use e-learning technologies in liaison with other relevant players.
7. Maintains and keeps safe custody of the University Smart boards.
8. Assists academic units in deriving e-learning specifications that address their needs.
9. Advises on e-learning infrastructural projects or installation, application and management of e-learning ICT based equipment and tools.
10. Researches on existing and emerging e-learning technologies and provides expertise advice to the academic units accordingly.

11. Evaluates the impact of technology-enhanced learning on the student learning experience.
12. Supervises, mentors, coaches, counsels and appraise lower level ICT staff in the Department.
13. Performs any other official duties as assigned by the Deputy Director/ ICT Services.

KEY OUTPUTS

- a) Establishment and budgeting for e-learning operations academic units supported.
- b) Need driven University Virtual Learning Environment (VLE) organized and developed.
- c) Integrity for security, data or information in the e-learning environment developed and managed.
- d) Advice on the optimal use of the Virtual Learning Environment and University Intranet tendered.
- e) Training materials and documentation to facilitate teaching and learning in an e-learning environment developed.
- f) Training programs on the use of e-learning applications in the delivery of teaching conducted.
- g) University Smart boards maintained and safely kept.
- h) Support to course/ program designers and evaluators in deriving need driven e-learning specifications provided.
- i) Advice on e-learning infrastructural projects or installation, application and management of e-learning ICT based equipment and tools tendered.
- j) Emerging ICT technologies and trends researched and advised.
- k) Impact of technology-enhanced learning on the student learning experience evaluated and reported.
- l) Lower level ICT staff in the Department supervised, mentored, coached, counselled and appraised.
- m) Other official duties as assigned by the Deputy Director/ ICT Services done.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Computer Science, Information Technology, Computer Systems Engineering or Computer Mathematics from a recognized institution.
- ii. Possession of professional certification in computing or e-learning will be an added advantage:
- iii. Should possess an experience of not less than five (5) years of operating in an IT environment, two (2) of which should have been in the management of web based platforms of a reputable institution.
- iv. Should have good interpersonal relationship skills.
- v. Should have good training and communication skills.
- vi. Should be able to effectively supervise a multi-skilled technical team.
- vii. Should have programming Skills in PHP and SQL

JOB TITLE : E-LEARNING OFFICER
Salary Scale : M6.2
Responsible to : SENIOR E-LEARNING OFFICER
Responsible for : Lower level ICT staff where deployed

PURPOSE OF THE JOB

- To support the operation of e-learning programs in academic units of the University.

DUTIES AND RESPONSIBILITIES

1. Supports the academic units in setting up and operating their e-learning infrastructure including hardware installation, cabling and systems configuration.
2. Supports the Senior E-Learning Officer in developing the University Virtual Learning Environment by updating, enhancing or modifying them in accordance with the needs of the academic units.
3. Troubleshoots e-learning platforms and devices to establish their performance and security and takes action or advises on remedial measures.
4. Trains academic staff on the operational use of the e-platforms and applications.
5. Provides technical support to academic units on the optimal use of their Virtual Learning Environment and the University Intranet.
6. Documents and disseminates e-learning practices and experiences from other institutions of higher learning within and outside the country.
7. Assesses and prepares periodic reports on the status and capacity of academic units to consistently run e-learning programs.
8. Designs e-learning tools for students in support of effective study.
9. Performs any other official duties as assigned by the Senior E-Learning Officer.

KEY OUTPUTS

- a) Support to academic units in setting up their e-learning infrastructure provided.
- b) Need driven updates, enhancements or modifications of the University Virtual Learning Environment supported.

- c) E-learning platforms' performance and security tested and identified problems addressed or reported.
- d) Academic staff trained on e-platforms operations and applications.
- e) Support for optimal use of their Virtual Learning Environment and Intranet provided.
- f) E-learning practices and experiences from other institutions of higher learning documented and disseminated.
- g) Status and capacity of academic units to consistently run e-learning programs assessed and reported.
- h) E-learning tools for effective student study designed.
- i) Other official duties as assigned by the Senior E-Learning Officer done.

PERSON SPECIFICATIONS

- i. Should have a degree in either Computer Science, Information Technology, Computer Systems Engineering or Computer Mathematics from a recognized institution.
- ii. Professional certification in any one or more of the following will be an added advantage:
 Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database Administrator (ICDA), Oracle Database Certification (ODC), CISCO Certified Network Associate (CCNA), CISCO Certified Network Professional (CCNP), Certified Network Associate (CAN), Linux Professional Institute Certification (LPIC), Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).
- iii. Should possess an experience of not less than three (3) years of operating in an IT environment of a reputable institution.
- iv. Should have good interpersonal relationship skills.
- v. Should have good training and communication skills.

JOB TITLE : SENIOR TECHNICIAN/ COMPUTER LABORATORY ADMINISTRATOR

Salary Scale : M10

Responsible to : Systems Administrator

Responsible for : Technician

PURPOSE OF THE JOB

- To manage technician support to the installation, maintenance and modification of computer hardware and related equipment.

DUTIES AND RESPONSIBILITIES

1. Supervises the installation, setup and configuration of workstations, servers and ICT devices like routers and switches.
2. Instructs and orients users to existing or new IT hardware, their operation and basic maintenance.
3. Receives from the various University units and logs equipment to be sent to external workshops for repair.
4. Troubleshoots all hardware and equipment returns from external workshops to assess workmanship relative to the work order.
5. Operates test equipment to diagnose hardware malfunctions.
6. Evaluates hardware or equipment malfunction or faults to establish appropriate cost effective action.
7. Supervises the conduct of preventive maintenance including cleaning and lubrication of electronics equipment
8. Assists with the preparation and evaluation of hardware specifications in support of user requests.
9. Assembles, configures and tests networks electronic equipment including such as computers, overhead projectors, intercom and public address systems, audio-visual systems, printers and photocopying machines.
10. Undertakes hardware upgrades.
11. Identifies and prepares obsolete ICT hardware and other equipment for disposal in accordance with the existing policy on disposal of University assets.

12. Installs communications equipment and fixtures including public address systems, television cables, branches, connectors and splitters, router cables.
13. Performs any other official duties as assigned by the Systems Administrator.

KEY OUTPUTS

- a) Installation, setup and configuration of ICT hardware and devices supervised.
- b) User instruction and orientation to operation and basic maintenance of existing or new IT hardware done.
- c) Equipment to be sent to external workshops received and logged.
- d) Returned hardware and equipment evaluated.
- e) Hardware malfunctions diagnosed.
- f) Hardware or equipment malfunction assessed and appropriate cost effective measures advised.
- g) Preventive maintenance supervised.
- h) User ICT hardware requests evaluated, advised and supported.
- i) Networks electronic equipment assembled, configured and tested.
- j) Hardware upgrades done.
- k) Obsolete hardware and other equipment for disposal identified.
- l) Communications equipment and fixtures installed.
- m) Other official duties as assigned by the Systems Administrator performed.

PERSON SPECIFICATIONS

- i. Should have a Diploma in either Computer Science, Information Technology, Computer or Systems Engineering from a recognized institution.
- ii. Professional certification in any one or more of the following will be an added advantage:
Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database Administrator (ICDA), Oracle Database Certification (ODC), CISCO Certified Network Associate (CCNA), CISCO Certified Network Professional (CCNP), Certified Network Associate (CAN), Linux Professional Institute Certification

(LPIC), Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).

- iii. Should possess an experience of not less than three (3) years of operating in an IT environment of a reputable institution.
- iv. Should have good interpersonal relationship skills.
- v. Should have good training and communication skills.

JOB TITLE : TECHNICIAN/ MAINTENANCE
Salary Scale : M11
Responsible to : Senior Technician/ Computer Laboratory Administrator
Responsible for : Technician/ Maintenance

PURPOSE OF THE JOB

- To support the installation, maintenance and modification of computer hardware and related equipment.

DUTIES AND RESPONSIBILITIES

1. Installs, sets-up and configures workstations, servers and ICT devices like routers and switches.
2. Assists in the instruction and orientation of users to existing or new IT hardware, their operation and basic maintenance.
3. Operates test equipment to diagnose hardware malfunctions.
4. Undertakes preventive maintenance of ICT hardware and electronics equipment.
5. Assists in assembling, configuring, testing or dismantling/ disconnection of networks electronic equipment.
6. Undertakes hardware upgrades.
7. Identifies and prepares obsolete ICT hardware and other equipment for disposal in accordance with the existing policy on disposal of University assets.
8. Installs communications equipment and fixtures including public address systems, television cables, branches, connectors and splitters, router cables.
9. Performs any other official duties as assigned by the Systems Administrator.

KEY OUTPUTS

- a) Installation, setup and configuration of ICT hardware and devices supervised.
- b) Support to User instruction and orientation to operation and basic maintenance of existing or new IT hardware provided.
- c) Hardware malfunctions diagnosed.
- d) Hardware or equipment malfunction assessed and appropriate cost effective measures advised.

- e) Preventive maintenance undertaken.
- f) User ICT hardware requests evaluated, advised and supported.
- g) Support for assembly, configuration and testing of networks electronic equipment provided.
- h) Hardware upgrades done.
- i) Obsolete hardware and other equipment for disposal identified.
- j) Communications equipment and fixtures installed.
- k) Other official duties as assigned by the Systems Administrator performed.

PERSON SPECIFICATIONS

- i. Should have a Diploma in either Computer Science, Information Technology, Computer or Systems Engineering from a recognized institution.
- ii. Professional certification in any one or more of the following will be an added advantage:
 Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database Administrator (ICDA), Oracle Database Certification (ODC), CISCO Certified Network Associate (CCNA), CISCO Certified Network Professional (CCNP), Certified Network Associate (CAN), Linux Professional Institute Certification (LPIC), Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).
- iii. Any work experience in an IT environment will constitute an added advantage.
- iv. Should have good communication and interpersonal relationship skills.

OFFICE OF THE UNIVERSITY BURSAR

JOB TITLE: UNIVERSITY BURSAR

Salary Scale: M3

Responsible to: Vice Chancellor through the University Secretary

Responsible for: Deputy Bursar
Assistant Administrative Officer

PURPOSE OF THE JOB

- To be responsible for financial administration, planning and investments and resource mobilisation and maintain accounts in a form determined by the University Council.

DUTIES AND RESPONSIBILITIES

1. Develops and formulates strategic financial plans and budgets for the University outlining projected revenue sources, expenditure and measures to be taken to control costs.
2. Coordinates and supports the preparation, consolidation of University budgets and work plans and monitoring their implementation.
3. Oversees management of income, expenditure and stores of the University.
4. Directs the preparation and submits monthly, quarterly, annual and final financial reports in accordance with the law and University policies or as required by Management or Council.
5. Develops and institutes accounting, accountability and risk management systems for resources and assets of the University in accordance with University policy, regulations and the law.
6. Promotes and enforces adherence to financial policy, regulatory framework including standards of professional practice.
7. Supports the conduct of audits and prepares timely responses to audit queries and mandatory inquiries whenever necessary.

8. Provides technical support and guidance to Top Management and Council on financial matters including policy proposals, funding priorities, investment, resource mobilisation and improvements to financial management systems.
9. Coordinates the disbursement and accountability for University funds including Donor funds.
10. Prepares revenue forecasts and initiates investment and resource mobilization strategies.
11. Effects the timely payment for goods and services.
12. Oversees the proper management of the Assets Register.
13. Sets performance targets, supervises and appraises staff of the Office.

KEY OUTPUTS

- a) Strategic plans and budgets prepared.
- b) University budgets and work plans prepared, consolidated and implementation monitored.
- c) Income, expenditure and stores of the University properly managed.
- d) Monthly, quarterly, annual and final financial reports prepared and submitted.
- e) Accounting, accountability and risk management systems developed and implemented.
- f) Awareness and compliance to financial policy, regulatory framework including standards of professional practice promoted and enforced.
- g) Conduct of audits supported and responses to audit queries and mandatory inquiries prepared.
- h) Technical support and guidance on financial matters provided.
- i) Disbursement and accountability for Donor funds coordinated.
- j) Revenue forecasts prepared and investment proposals developed.
- k) The procurement/ disposal process and timely payment for goods, works and services facilitated.
- l) Performance targets set and staff of the Office supervised and appraised.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Accounting and Finance.
- ii. Should have full professional accounting qualification such as ACCA, CPA or CIMA.
- iii. Should be a Member of a recognised professional accounting body like the Institute of Certified Public Accountants of Uganda (ICPAU) or equivalent.
- iv. Should have high integrity with excellent communication, leadership and people skills.
- v. 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.
- vi. Should have the ability to initiate and institute measures to enforce prudent financial management and proper use and accountability of the University's fiscal resources.
- vii. Should have a minimum of ten (10) years working experience in financial management of a reputable organization, three (3) of which should have been at a senior management level.

DEPARTMENT OF FINANCE, PLANNING, INVESTMENT AND RESOURCE MOBILISATION

JOB TITLE : DEPUTY BURSAR
Salary Scale : M4
Responsible to : University Bursar
Responsible for : Senior Assistant Bursar/ Finance
Senior Assistant Bursar/ Grants and Projects

PURPOSE OF THE JOB

- To support the University Bursar to ensure efficient and effective execution of programs relating the management of finances, planning, investment financial management of projects undertaken by the University and to develop appropriate strategies for budgeting and monitoring all operations of the University.

DUTIES AND RESPONSIBILITIES

1. Supports the University Bursar to develop and formulates strategic financial plans and budgets for the University.
2. Facilitates strategic planning processes across the University.
3. Provides technical support to the Units for the preparation of their budgets and work plans.
4. Reviews and advises the University Bursar on the performance of financial management, planning, investment and resource mobilization of the Office.
5. Monitors and reports compliance of the University Units to instituted accounting, accountability and risk management systems.
6. Reviews, monitors and advises on Donor funding policies, priorities and trends.
7. Supports the University Bursar in promoting and enforcing adherence to financial policy, regulatory framework including standards of professional practice.
8. Compiles and prepares timely responses to audit queries and mandatory inquiries whenever necessary.
9. Facilitates co-financing arrangements with various Stakeholders.

10. Coordinates compilation of data for preparation of revenue forecasts and development of investment initiatives and resource mobilization strategies.
11. Develops and manages the process of policy formulation and planning decisions in consultation with other University units.
12. Performs any other official duties as assigned by the University Bursar.

KEY OUTPUTS

- a) Support to the University Bursar for development and formulation of strategic financial plans and budgets provided.
- b) Strategic planning processes of the University facilitated.
- c) Technical support for preparation of budgets and work plans provided.
- d) Performance of financial management, planning, investment and resource mobilization assessed and reported.
- e) Compliance to instituted accounting, accountability and risk management systems monitored and reported.
- f) Donor funding policies, priorities and trends reviewed, monitored and advised.
- g) Support to the University Bursar for promoting and enforcing adherence to standards of operation and practice in financial management provided.
- h) Responses to audit queries and mandatory inquiries prepared.
- i) Co-financing arrangements with various Stakeholders facilitated.
- j) Process of compiling data for preparation of revenue forecasts and development of investment initiatives and resource mobilization strategies coordinated.
- k) Process of policy formulation and planning decisions by Units of the University developed and managed.
- l) Other duties as assigned by the University Bursar performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Accounting and Finance.
- ii. Should have full professional accounting qualification such as ACCA, CPA or CIMA.

- iii. Should be a Member of a recognised professional accounting body like the Institute of Certified Public Accountants of Uganda (ICPAU) or equivalent.
- iv. Should have high integrity with excellent communication, leadership and people skills.
- v. 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.
- vi. Should have the ability to initiate and institute measures to enforce prudent financial management and proper use and accountability of the University's fiscal resources.
- vii. Should have a minimum of 7 years relevant working experience, three (3) of which must have been at senior management level in a large reputable organization
- viii. Should have proven experience of formulating and implementing strategic plans that reflect and support organizational needs.

FINANCE UNIT

JOB TITLE : SENIOR ASSISTANT BURSAR/ FINANCE

Salary Scale : M5

Responsible to : Deputy Bursar

Responsible for : Accountants

PURPOSE OF THE JOB

- To provide financial and accounting services in the University in accordance with the financial regulations.

DUTIES AND RESPONSIBILITIES

1. Assists the Deputy Bursar in the general administration of the Accounts Unit.
2. Passes payments vouchers both for locally generated funds and Treasury funds.
3. Advises on the operation of students' finances and prepare students' related budget items.
4. Attends to public inquiries on the status of payments.
5. Prepares final accounts.
6. Coordinates the activities of the Finance Unit with other University Units.
7. Receives and scrutinizes invoices from the Procurement Unit.
8. Performs any other official duties as assigned by the Deputy Bursar.

KEY OUTPUTS

- a) Deputy Bursar assisted in general administration of the Accounts Unit.
- b) Payment vouchers passed.
- c) Advice on operation of student finances given and student related budget prepared.
- d) Public inquiries addressed.
- e) Final accounts prepared.
- f) Departments coordinated.
- g) Invoices received and scrutinized.
- h) Other official duties as assigned by the Deputy Bursar performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Accounting and Finance.
- ii. Should have full professional accounting qualification such as ACCA, CPA or CIMA.
- iii. Should be a Member of a recognised professional accounting body like the Institute of Certified Public Accountants of Uganda (ICPAU) or equivalent.
- iv. Should have a minimum of five (5) years relevant working experience, three (3) of which must have been at a supervisory level in a reputable organization.
- v. Should have good leadership and communication skills.
- vi. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.

JOB TITLE : SENIOR ASSISTANT BURSAR/ GRANTS AND PROJECTS

Salary Scale : M5

Responsible to : Deputy Bursar

Responsible for : Accountants

PURPOSE OF THE JOB

- To provide financial and accounting services in the University in accordance with the financial regulations.

DUTIES AND RESPONSIBILITIES

1. Prepares accurate and timely financial reports to donors as required.
2. Prepares accurate and timely financial reports on grants for internal management purposes.
3. Liaises with the Deputy Bursar on cash flow forecasts for all programs.
4. Prepares, reviews and distributes invoices and provides account codes, as and when appropriate, for proper project reimbursement and accounting.
5. Prepares and submits a budget and expense analysis reports.
6. Liaises with appropriate offices in the development of forecasts, budgets and budget revisions for programs.
7. Coordinates with the Deputy Bursar to process journal entries to various projects if needed.
8. Enforces compliance of grants with University policies and procedures and donor rules/regulations.
9. Performs ad-hoc financial analysis in response to requests or to provide support to various programs.
10. Coordinates the periodic review and reconciliation of cash accounts in the different Faculties and/or programs
11. Identify and recommend cost savings initiatives for program activities and the organization
12. Performs any other official duties as assigned by the Deputy Bursar.

KEY OUTPUTS

- a) Accurate and timely financial reports prepared for donors as required.
- b) Accurate and timely financial reports prepared on grants for internal management purposes.
- c) Liaison with the Deputy Bursar on cash flow forecasts for all programs done.
- d) Invoices prepared, reviewed and distributed and account codes provided, as and when appropriate, for proper project reimbursement and accounting.
- e) A budget and expense analysis reports prepared and submitted.
- f) Liaison with appropriate offices in the development of forecasts, budgets and budget revisions for programs maintained.
- g) Coordination with the Deputy Bursar to process journal entries to various projects done.
- h) Compliance of grants with University policies and procedures and donor rules/regulations ensured.
- i) Ad-hoc financial analysis in response to requests or to provide support to various programs performed.
- j) Periodic review and reconciliation of cash accounts in the different Faculties and/or programmes coordinated.
- k) Other official duties as assigned by the Deputy Bursar performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Accounting and Finance.
- ii. Should have full professional accounting qualification such as ACCA, CPA or CIMA.
- iii. Should be a Member of a recognised professional accounting body like the Institute of Certified Public Accountants of Uganda (ICPAU) or equivalent.
- iv. Should have a minimum of five (5) years relevant working experience, three (3) of which must have been at Officer level in a reputable organization.
- v. Should have good leadership and communication skills.
- vi. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.

JOB TITLE : ACCOUNTANT/ FINANCE
Salary Scale : M6
Responsible to : Senior Assistant Bursar
Responsible for : Assistant Accountant/ Senior Accounts Assistant

PURPOSE OF THE JOB

- To provide financial services in the accounts section within the approved budget and in line with the financial regulations.

DUTIES AND RESPONSIBILITIES

1. Assists the Senior Assistant Bursar in the general administration of the Finance Unit.
2. Passes payment vouchers both for locally generated funds and Treasury funds.
3. Advises on the operation of student finances and prepares student related budget items.
4. Prepares final accounts.
5. Receives and scrutinizes invoices for conformity to financial regulations.
6. Arranges the receipts of revenue by liaising with the cash office.
7. Reconciles money received and banked.
8. Coordinates the inspectorate team that inspects the books of accounts for the various units.
9. Manages the staff statutory deductions
10. Interprets reports and makes appropriate recommendations
11. Prepares quarterly financial reports
12. Performs any other official duties as may be assigned by the Senior Assistant Bursar.

KEY OUTPUTS

- a) Support to Senior Assistant Bursar provided.
- b) Payment vouchers passed.
- c) Advice on operation of students finances given and related budgets prepared.
- d) Final accounts prepared.

- e) Invoices scrutinized for conformity to financial regulations.
- f) Money received, and banked reconciled.
- g) Staff statutory deductions managed.
- h) Quarterly financial reports prepared.
- i) Reports interpreted and appropriate recommendations made.
- j) Quarterly financial reports prepared.
- k) Other official duties as performed.

PERSON SPECIFICATIONS

- i. Bachelor of Commerce or Bachelor of Business Administration (Finance/Accounting), Bachelor of Science Finance or its equivalent from a reputable University
- ii. Must have full Professional qualification in ACCA, CPA or ICMA.
- iii. Should have three (3) years relevant experience from a recognized institution.
- iv. Should have good leadership and communication skills.
- v. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.

JOB TITLE : ASSISTANT ACCOUNTANT/ SENIOR ACCOUNTS
ASSISTANT - FINANCE

Salary Scale : M7

Responsible to : Accountant

Responsible for : Accounts Assistant/s

PURPOSE OF THE JOB

- To provide support in the development of budgets, the monitoring of expenditure, preparation of period end accounting adjustments and making input to annual reporting.

DUTIES AND RESPONSIBILITIES

1. Participates in Budget preparation, monitoring and control.
2. Maintains accounting records and reporting.
3. Monitors revenue and expenditure performance against budget
4. Reconciles revenue collected to bank account
5. Reviews accounting systems, identifies weaknesses and proposes improvements.
6. Contributes towards innovations, creativity and fund raising strategies.
7. Processes payments and performs clerical works as assigned.
8. Performs any other official duties as may be assigned by the Accountant.

KEY OUTPUTS

- a) Budget preparation, monitoring and control supported.
- b) Accounting records maintained and reporting done.
- c) Revenue and expenditure performance against budget monitored.
- d) Reconciles revenue collected to bank account.
- e) Accounting systems reviewed, weaknesses identified and improvements proposed.
- f) Contributes towards innovations, creativity and fund raising strategies made.
- g) Payments processed and clerical works performed as assigned.
- h) Other official duties as may be assigned performed.

PERSON SPECIFICATIONS

- i. Should possess degree in Finance and Accounting from a reputable institution.

OR

Should have a minimum of a Diploma in Business Studies (Finance and Accounting) or Financial Management obtained from a recognised awarding Institution

OR

Pre-professional Accounting Qualification (ATC or CAT) awarded from recognised Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

- ii. Diploma holders or those with equivalent professional qualifications at this level should have at least two (2) years working experience in financial management.
- iii. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.

JOB TITLE : ACCOUNTS ASSISTANT
Salary Scale : M15
Responsible to : Assistant Accountant/ Senior Accounts Assistant
Responsible for : N/A

PURPOSE OF THE JOB

- To provide support in processing and reconciling accounting documents.

DUTIES AND RESPONSIBILITIES

1. Prepares statutory accounts.
2. Cross-checks payments, amounts and records for accuracy.
3. Sorts incoming and outgoing daily post and answers queries.
4. Manages petty cash transactions.
5. Reviews and codes financial information
6. Controls credit and follows up debt.
7. Reconciles finance accounts and direct debits
8. Maintains financial records.
9. Performs any other official duties as may be assigned by the Assistant Accountant/ Senior Accounts Assistant.

KEY OUTPUTS

- a) Statutory accounts prepared.
- b) Payments, amounts and records crosschecked for accuracy.
- c) Incoming and outgoing daily post sorted and queries answered any queries.
- d) Petty cash transactions managed.
- e) Financial information reviewed and coded.
- f) Credit controlled and debt follow up made.
- g) Finance accounts and direct debits reconciled.
- h) Financial records maintained.
- i) Other official duties as may be assigned performed.

PERSON SPECIFICATIONS

- i. Should have a minimum of a Diploma in Business Studies (Finance and Accounting) or Financial Management obtained from a recognised awarding Institution

OR

Pre-professional Accounting Qualification (ATC or CAT) awarded from recognised Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

- ii. Should have demonstrable skills in Financial Management.
- iii. Should be computer literate.

JOB TITLE : INVENTORY MANAGEMENT OFFICER
Salary Scale : M7
Responsible to : Senior Assistant Bursar/ Finance
Responsible for : Assistant Inventory Management Officer

PURPOSE OF THE JOB

- To supervise and manage the University stores function in accordance with existing policies.

DUTIES AND RESPONSIBILITIES

1. Plans, organizes, directs, manages and evaluates the inventory management activities and budget of the University.
2. Develops, reviews and communicates inventory management policies and procedures.
3. Supervises the implementation of corporate governance and regulatory compliance procedures related to inventory management operations.
4. Monitors inventory levels and inventory movement using manual or computerized inventory systems.
5. Reviews compiled inventory reports relating to quantity, type and value of materials, and equipment and stock on hand.
6. Liaises with other departments to coordinate inventory management activities.
7. Develops key performance indicators to measure the effectiveness of the inventory management operations.
8. Conducts investigation into inventory management incidents in order to verify and resolve complaints.
9. Performs any other official duties as assigned by the Supervisor.

KEY OUTPUTS

- a) Inventory management activities and budget of the University managed.
- b) Inventory management policies and procedures developed, reviewed and communicated.

- c) Implementation of corporate governance and regulatory compliance procedures related to inventory management operations supervised.
- d) Inventory levels and inventory movement monitored.
- e) Inventory reports relating to quantity, type and value of materials, and equipment and stock on hand reviewed.
- f) Liaison with other departments to coordinate inventory management activities maintained.
- g) Key performance indicators to measure the effectiveness of the inventory management operations developed.
- h) Investigation into inventory management incidents conducted.

PERSON SPECIFICATIONS

- i. Should have a degree in in Procurement, Supplies or Logistics Management from a reputable institution.

OR

- ii. Should have professional procurement, purchasing or logistics management qualification from a recognized Institutions such as the Institute of Supplies Management (USA), Certified Institute of Procurement and Supplies (CIPS), and Chartered Institute of Logistics and Transport (UK).
- iii. Should be computer literate.
- iv. Should be able to demonstrate concern for quality and standards.
- v. Should have records and information management skills.
- vi. Should have communication and interpersonal relationship skills.

JOB TITLE : ASSISTANT INVENTORY MANAGEMENT OFFICER
Salary Scale : M13
Responsible to : Inventory Management Officer
Responsible for : N/A

PURPOSE OF THE JOB

- To ensure that stores are properly kept, maintained and properly issued out to users in the University.

DUTIES AND RESPONSIBILITIES

1. Receives, records and stores goods and supplies.
2. Receives approved requisitions and issues stores accordingly.
3. Takes stock of the various items in store.
4. Ensures safety of supplies while in the store.
5. Receives, checks and verifies supplier's invoices.
6. Keeps up-to-date stock records and prepares requisite stores report.
7. Ensures optimum stock levels are maintained in store.
8. Performs any other official duties as assigned by the Supervisor.

KEY OUTPUTS

- a) Goods and supplies received, recorded stored.
- b) Approved requisitions received and stores issued accordingly.
- c) Safety of supplies ensured.
- d) Stock of various items in store taken.
- e) Supplier's invoices received, checked and verified.
- f) Up-to-date stock records kept and requisite stores report prepared.
- g) Optimum stock levels maintained in the store.
- h) Other official duties assigned by the Supervisor performed.

PERSON SPECIFICATIONS

- i. Should have a Diploma in Stores Management or Purchasing and Supplies Management.

- ii. Should have records and information management skills.
- iii. Should have communication and interpersonal relationship skills.

PLANNING AND INVESTMENT UNIT

JOB TITLE : SENIOR PLANNING OFFICER

Salary Scale : M5

Responsible to : Deputy Bursar

Responsible for : Planning Officer

PURPOSE OF THE JOB

- To provide backstopping support to the Deputy Bursar in facilitating strategic planning processes across the University.

DUTIES AND RESPONSIBILITIES

1. Provides technical assistance to Colleges/Schools and none teaching units in regard to development and review of strategic and operational plans.
2. Supervises the collection, maintenance, analysis, interpretation and dissemination of data and information pertaining to planning in the University
3. Analyses data on staff and students and academic programs for determination of instructional workload.
4. Carries out staff and student focused planning.
5. Oversees development and maintenance of a database of institutional performance indicators appropriate for decision making and planning.
6. Oversee development and execution of institutional development research and monitoring program.
7. Performs any other duties as assigned from time to time.

KEY OUTPUTS

- a) Technical assistance provided to Colleges/Schools and none teaching units on development and review of strategic and operational plans.
- b) The collection, maintenance, analysis, interpretation and dissemination of data and information pertaining to planning in the University supervised.
- c) Data on staff and students and academic programs analysed for determination of instructional workload.

- d) Staff and student focused planning carried out.
- e) Development and maintenance of a database of institutional performance indicators appropriate for decision making and planning supervised.
- f) Development and execution of institutional development research and monitoring program supervised.

PERSON SPECIFICATIONS

- i. Masters degree in either Statistics or Mathematics.
- ii. Should have at least five (5) years of relevant working experience two (2) of which should have been at a supervisory level.
- iii. Demonstrated applied quantitative research, survey designs, statistical modeling, problem-solving, critical and strategic thinking.
- iv. Excellent presentation and communication skills
- v. A team player with good interpersonal relations
- vi. Demonstrated leadership capability, decision making and communication skills.
- vii. Computer competencies.

JOB TITLE : SENIOR INVESTMENT OFFICER

Salary Scale : M6.1

Responsible to : Deputy Bursar

Responsible for : Investment Officer

PURPOSE OF THE JOB

- To support the Deputy Bursar in the coordination, development and organisation of the investment function in the University.

DUTIES AND RESPONSIBILITIES

1. Identifies potential strategic investment developments and opportunities.
2. Prepares and presents investment recommendations for approval of new transactions and policies to appropriate Investment Committee.
3. Identifies high risk loans, re-structures troubled loans, and implements work-outs.
4. Markets the University's products and services to prospective clients through attendance, presentations and networking at conferences and other venues.
5. Develops a monitoring and measurement mechanism which permits evaluation of the performance of the University investments.
6. Invests assets in a prudent manner and consistent with established guidelines.
7. Performs any other duties as assigned from time to time.

KEY OUTPUTS

- a) Potential strategic investment developments and opportunities identified.
- b) Investment recommendations prepared and presented for approval of new transactions and policies to appropriate Investment Committee.
- c) High risk loans identified, troubled loans restructured, and work-outs implemented.
- d) University's products and services marketed to prospective clients through attendance, presentations and networking at conferences and other venues.
- e) Monitoring and measurement mechanism which permits evaluation of the performance of the University investments developed.
- f) Assets invested in a prudent manner and consistent with established guidelines.

PERSON SPECIFICATIONS

- i. Masters in either Business Administration; Economics; Public Administration or Marketing.
- ii. Post Graduate Diploma in Project Planning and Management is an added advantage.
- iii. Should have at least 5years of relevant working experience 2 of which at a senior level.
- iv. Proven knowledge of investment philosophies and styles, performance measures and methodologies used in evaluating managers and reporting
- v. Demonstrated leadership capability, administrative, decision making and communication skills
- vi. Substantial experience in investment administration or investment consulting.
- vii. Computer competencies.

JOB TITLE : PLANNING OFFICER
Salary Scale : M6
Responsible to : Senior Planning Officer
Responsible for : Assistant Planning Officer

PURPOSE OF THE JOB

- To support the planning process within the University.

DUTIES AND RESPONSIBILITIES

1. Provides technical assistance with regard to development and review of budgets, strategic and operational plans.
2. Compiles, analyses and reports on budget performance of the University.
3. Provides technical support to various units of the University in budgeting and development of project proposals.
4. Monitors and evaluates the implementation and efficacy of existing policies.
5. Monitors, evaluates and reports on the implementation of ongoing projects at the University in accordance with the projects budgets, targets and timelines.
6. Compiles relevant and analyses relevant data to facilitate preparation of performance review reports.
7. Develops budget projections and forecasts.
8. Assists in the preparation of the policy statement of the University.
9. Performs any other duties as assigned from time to time.

KEY OUTPUTS

- a) Technical assistance for development and review of budgets, strategic and operational plans provided.
- b) Data on budget performance compiled, analysed and reported.
- c) Technical support for budgeting and development of project proposals provided.
- d) Implementation and value of existing policies monitored and evaluated.
- e) Implementation of ongoing projects monitored, evaluated and reported.
- f) Data for preparation of performance review reports compiled and analysed.
- g) Budget projections and forecasts developed.

- h) Preparation of the policy statement supported.
- i) Other duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Economics, Statistics or Mathematics.
- ii. Should have at least three (3) years of relevant working experience in planning.
- iii. A post graduate Diploma in Project Planning and Management is an added advantage.
- iv. Should be able to demonstrate applied quantitative research, survey designs, statistical modeling, problem-solving and critical thinking ability.
- v. Should have good presentation and communication skills.
- vi. Should be a team player with good interpersonal relationship skills.
- vii. Should be computer literate.

JOB TITLE : INVESTMENT OFFICER
Salary Scale : M6
Responsible to : Senior Investment Officer
Responsible for : Assistant Investment Officer

PURPOSE OF THE JOB

- To implement the strategic framework for investment.

DUTIES AND RESPONSIBILITIES

1. Supports the development of strategic framework for investment over the short, medium and long terms.
2. Conducts surveys to keep abreast of market developments and regulation changes that have a bearing on existing or planned University investments.
3. Supports the marketing of University products and services to prospective clients through attendance, presentations and networking at conferences and other venues.
4. Researches and develops investment models and scenarios for consideration.
5. Monitors, evaluates and advises on the performance of existing investment portfolios including financial market conditions and market yields.
6. Sources, reviews and undertakes due diligence on potential new areas for investment.
7. Prepares periodic reports on risk and returns on investment to facilitate decision making.
8. Performs any other official duties as assigned from time to time.

KEY OUTPUTS

- a) Potential strategic investment developments and opportunities identified.
- b) Development of a strategic framework for investment supported.
- c) Surveys to keep abreast of market developments and regulation changes conducted.
- d) Investment models and scenarios researched and developed.
- e) Marketing of University products and services supported.

- f) Performance of existing investment portfolios monitored, evaluated and advised.
- g) Potential new areas for investment sourced, reviewed and due diligence done.
- h) Periodic reports on risk and returns on investment prepared.
- i) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Business Administration; Economics; Finance and Accounting or Marketing.
- ii. Post Graduate Diploma in Project Planning and Management is an added advantage.
- iii. Should have at least three (3) years of relevant working experience.
- iv. Should have knowledge of investment philosophies, styles, performance measures and methodologies and reporting.
- v. Should have supervisory, decision making and communication skills.
- vi. Specific experience in investment administration or investment consulting will constitute an added advantage.
- vii. Should be computer literate.

JOB TITLE : ASSISTANT PLANNING OFFICER
Salary Scale : M7
Responsible to : Planning Officer
Responsible for : N/A

PURPOSE OF THE JOB

- To support the planning process within the University.

DUTIES AND RESPONSIBILITIES

1. Supports the provision of technical assistance for development and review of budgets, strategic and operational plans.
2. Assists in compiling relevant data for the analysis of budget performance.
3. Assists in providing technical support to various units of the University in budgeting.
4. Compiles relevant statistical data or information for the evaluation of implementation and efficacy of existing policies.
5. Compiles relevant statistical data or information for assessing implementation of ongoing projects.
6. Assists in compiling and analysing relevant data for preparation of performance review reports.
7. Performs any other official duties as assigned from time to time.

KEY OUTPUTS

- a) Provision of technical assistance for development and review of budgets, strategic and operational plans supported.
- b) Relevant data to facilitate analysis of budget performance compiled.
- c) Provision of technical support for budgeting and development of project proposals supported.
- d) Data and information to support assessment of implementation of ongoing projects compiled.
- e) Support for compiling and analysing data to facilitate preparation of performance review reports provided.

- f) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Economics, Statistics or Mathematics.
- ii. A post graduate Diploma in Project Planning and Management is an added advantage.
- iii. Should be able to demonstrate problem-solving and critical thinking ability.
- iv. Should have good presentation and communication skills.
- v. Should be computer literate.

JOB TITLE : ASSISTANT INVESTMENT OFFICER
Salary Scale : M7
Responsible to : Investment Officer
Responsible for : N/A

PURPOSE OF THE JOB

- To support implementation of the strategic framework for investment.

DUTIES AND RESPONSIBILITIES

1. Implements the strategic framework for investment over the short, medium and long terms.
2. Conducts market surveys to generate information on alternatives to investment and reports accordingly.
3. Supports the marketing of University products and services to prospective clients through various fora as delegated.
4. Supports monitoring and evaluation of performance of existing investment portfolios.
5. Supports sourcing for and review of potential new areas for investment.
6. Compiles data for preparation of periodic reports on risk and returns on investment.
7. Performs any other official duties as assigned from time to time.

KEY OUTPUTS

- a) Strategic framework for investment implemented.
- b) Market surveys conducted and reported.
- c) Marketing of University products and services supported.
- d) Monitoring and evaluation of performance of existing investment portfolios supported.
- e) Sourcing for and review of potential new areas for investment supported.
- f) Data for preparation of periodic reports on investment compiled
- g) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Business Administration; Economics; Finance and Accounting or Marketing.
- ii. Should have knowledge of investment.
- iii. Should have good communication and presentation skills.
- iv. Specific experience in investment administration or investment consulting will constitute an added advantage.
- v. Should be computer literate.

RESOURCE MOBILISATION UNIT

JOB TITLE : SENIOR ASSISTANT BURSAR/ SENIOR RESOURCE
MOBILIZATION OFFICER

Salary Scale : M5

Responsible to : Deputy Bursar Resource Mobilization

Responsible for : Accountant

PURPOSE OF THE JOB

- To plan, develop, manage and maintain the University grant base and other resource platforms and publicize University initiatives and programs.

DUTIES AND RESPONSIBILITIES

1. Supports the development and implementation of the resource acquisition and collaboration strategy.
2. Coordinates strategic engagement and relationship development with a diversified network of funding sources that include corporate entities, trusts, Development Partners, International Organisations, Foundations, Public Private Partnerships and individuals.
3. Researches, documents and reports on Donor funding policies, priorities and trends.
4. Initiates, coordinates and supports quality funding proposal development.
5. Supports the facilitation of negotiations and signing of new and renewed funding agreements.
6. Develops, monitors and evaluates quality assurance, risk management and reporting mechanisms for management of acquired fiscal resources.
7. Monitors the funding environment to identify and respond to grant opportunities for relevant University projects.
8. Monitors and documents donor funding policies, priorities and trends to academic institutions in the Country.
9. Develop resource mobilization capacity development planning for the University.
10. Performs any other official duties as may be assigned from time to time.

KEY OUTPUTS

- a) Development and implementation of the resource acquisition and collaboration strategy supported.
- b) Strategic engagement and relationship development with key stakeholders coordinated.
- c) Donor funding policies, priorities and trends researched, documented and reported.
- d) Quality funding proposal development initiated, coordinated and supported.
- e) Negotiations and signing of new and renewed funding agreements facilitated.
- f) Quality assurance, risk management and reporting mechanisms for externally acquired fiscal resources developed, monitored and evaluated.
- g) Funding environment monitored to identify and respond to grant opportunities for relevant University projects.
- h) Donor funding policies, priorities and trends to academic institutions monitored and documented.
- i) Resource mobilization capacity development planning developed.
- j) Other official duties as assigned undertaken.

PERSON SPECIFICATIONS

- i. Masters in either Business Administration; Economics; Public Administration or Marketing.
- ii. Post Graduate Diploma in Project Planning and Management is an added advantage.
- iii. Should have at least five (5) years of relevant working experience two (2) of which should have been at a supervisory level.
- iv. Proven knowledge and performance measures and methodologies used in evaluating projects and performance reporting.
- v. Demonstrated leadership capability, administrative and decision making. Experience with global funding protocols
- vi. Demonstrated creativity and productivity in resource mobilization, marketing and communication.

- vii. Computer competencies (networking, database and spreadsheet).
- viii. Integrity and professional discretion.

JOB TITLE : RESOURCE MOBILIZATION OFFICER
Salary Scale : M6
Responsible to : Senior Resource Mobilisation Officer
Responsible for : N/A

PURPOSE OF THE JOB

- To support the generation of revenue from both internal and external sources.

DUTIES AND RESPONSIBILITIES

1. Researches and develops proposals for possible sources for internal revenue generation.
2. Supports the Senior Resource Mobilisation Officer and other Units of the University to prepare project proposals for funding.
3. Analyses and reports on the trends regarding the performance of resource mobilization initiatives.
4. Compiles and maintains data on resource inflows to the University.
5. Liaises with the Communications and Branding Unit in showcasing the University products to attract external resourcing.
6. Compiles and reports on potential entities or individuals for resource acquisition.
7. Implements resource mobilization initiatives and programmes as planned.
8. Supports the various Units in reporting on the absorption of acquired funds as required by the Stakeholders.
9. Performs any other official duties as may be assigned from time to time.

KEY OUTPUTS

- a) Proposals for possible sources for internal revenue generation developed.
- b) Preparation of project proposals for funding supported.
- c) Performance of trends of resource mobilization initiatives analysed and reported.
- d) Data on acquired resource inflows to the University compiled and maintained.
- e) Support to showcase University products to attract external resourcing provided.
- f) Information on potential candidates for resource acquisition compiled and reported.

- g) Resource mobilization initiatives and programmes implemented.
- h) Reporting on the absorption of acquired funds as required supported.
- i) Official duties as assigned undertaken.

PERSON SPECIFICATIONS

- i. Should have a degree in either Business Administration, Marketing, Economics or Statistics.
- ii. Should have at least three (3) years of relevant working experience.
- iii. Should have fair knowledge of resource mobilisation.
- iv. Should have well developed presentation and reporting skills.
- v. Should be computer literate.

JOB TITLE : ACCOUNTANT/ RESOURCE MOBILISATION
Salary Scale : M6
Responsible to : Senior Resource Mobilisation Officer
Responsible for : Assistant Accountant/ Senior Accounts Assistant

PURPOSE OF THE JOB

- To provide financial services in the accounts section within the approved budget and in line with the financial regulations.

DUTIES AND RESPONSIBILITIES

1. Assists the Senior Resource Mobilisation Officer in the general administration of acquired resources.
2. Verifies claims for disbursement of acquired funds.
3. Provides technical support to Units in costing proposals for external funding.
4. Tracks and prepares financial statements on acquired funds.
5. Prepares final accounts on disbursement of acquired funds.
6. Monitors disbursement and use of funds in accordance with the terms of agreement set up by the Donor agencies or individuals and the University fiscal policy.
7. Coordinates the receipt of internally generated revenue.
8. Reconciles money received and banked.
9. Interprets financial reports and makes appropriate recommendations.
10. Prepares quarterly financial reports on acquired funds.
11. Prepares cash flow projections of Donor funds inflows.
12. Performs any other official duties as may be assigned by the Senior Resource Mobilisation Officer.

KEY OUTPUTS

- a) Support to Senior Assistant Bursar for administration of acquired funds provided.
- b) Claims for disbursement of acquired funds verified.
- c) Technical support for costing funding proposals provided.
- d) Acquired funds tracked and financial statements prepared.

- e) Final accounts for disbursement acquired funds prepared.
- f) Funds disbursement monitored.
- g) Receipt of internally generated revenue coordinated.
- h) Bank reconciliation for acquired funds done.
- i) Financial reports interpreted and advised.
- j) Quarterly financial reports on acquired funds prepared.
- k) Cash flow projections prepared.
- l) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Bachelor of Commerce or Bachelor of Business Administration (Finance/Accounting), Bachelor of Science Finance or its equivalent from a reputable University
- ii. Must have full Professional qualification in ACCA, CPA or ICMA.
- iii. Should have three (3) years relevant experience from a recognized institution.
- iv. Should have good leadership and communication skills.
- v. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.

JOB TITLE : ASSISTANT ACCOUNTANT/ SENIOR ACCOUNTS
ASSISTANT – RESOURCE MOBILISATION

Salary Scale : M7

Responsible to : Accountant

Responsible for : Accounts Assistant/s

PURPOSE OF THE JOB

- To provide support in the development of budgets, the monitoring of expenditure, preparation of period end accounting adjustments and making input to annual reporting.

DUTIES AND RESPONSIBILITIES

1. Participates in preparing projections of Donor funds inflows.
2. Maintains record of and reports funds acquisition and disbursement in line with the terms of acquisition.
3. Undertakes bank reconciliation.
4. Monitors and reports on performance of expenditure performance against budget.
5. Processes payments for Donor funds and maintains relevant financial records.
6. Prepares financial reports on disbursed funds.
7. Contributes to fund raising initiatives.
8. Performs any other official duties as may be assigned by the Accountant.

KEY OUTPUTS

- a) Support for preparation projections for Donor funds inflows provided.
- b) Accounting records for acquisition and disbursement of funds maintained and reported.
- c) Bank reconciliation undertaken.
- d) Financial performance against budget monitored and reported.
- e) Undertakes bank reconciliation.
- f) Disbursement of Donor funds processed and related financial records maintained.

- g) Financial reports on disbursed funds prepared.
- h) Fund raising initiatives supported.
- i) Processes payments and performs clerical works as assigned.
- j) Other official duties as may be assigned performed.

PERSON SPECIFICATIONS

- i. Should possess degree in Finance and Accounting from a reputable institution.

OR

Should have a minimum of a Diploma in Business Studies (Finance and Accounting) or Financial Management obtained from a recognised awarding Institution

OR

Pre-professional Accounting Qualification (ATC or CAT) awarded from recognised Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

- ii. Diploma holders or those with equivalent professional qualifications at this level should have at least two (2) years working experience in financial management.
- iii. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.

JOB TITLE : ACCOUNTS ASSISTANT/ RESOURCE MOBILISATION
Salary Scale : M15
Responsible to : Assistant Accountant/ Senior Accounts Assistant
Responsible for : N/A

PURPOSE OF THE JOB

- To provide support in processing payments, preparing financial statements and maintaining accounting records for Donor or Partner funds.

DUTIES AND RESPONSIBILITIES

1. Supports the processing of requests for disbursement of Donor or Partner funds.
2. Manages petty cash transactions of Donor or Partner funds.
3. Maintains record of financial transactions.
4. Prepares routine financial statements.
5. Reconciles financial accounts and direct debits.
6. Performs any other official duties as may be assigned by the Assistant Accountant/ Senior Accounts Assistant.

KEY OUTPUTS

- a) Requests for disbursement of funds processed.
- b) Petty cash transactions managed.
- c) Record of financial transactions maintained.
- d) Routine financial statements prepared.
- e) Accounts reconciled.
- f) Other official duties as may be assigned performed.

PERSON SPECIFICATIONS

- i. Should have a minimum of a Diploma in Business Studies (Finance and Accounting) or Financial Management obtained from a recognised awarding Institution

OR

Pre-professional Accounting Qualification (ATC or CAT) awarded from recognised Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

- ii. Should have demonstrable skills in Financial Management.
- iii. Should be computer literate.

OFFICE OF THE ACADEMIC REGISTRAR

JOB TITLE : ACADEMIC REGISTRAR
Salary Scale : M3
Responsible to : Vice Chancellor
Responsible for : Deputy Academic Registrar
Deans of Faculties or Schools
Directors of Institutes, Colleges or other Academic
bodies
Assistant Administrative Officer

PURPOSE OF THE JOB

- To support the Deputy Vice Chancellor/ Academic Affairs in the administration and organization of all academic matters including admission, undergraduate studies, post graduate studies, examinations, research and publication.

DUTIES AND RESPONSIBILITIES

1. Plans and coordinates curriculum development for all programs and courses taught at the university.
2. Directs implementation of regulations governing student admissions requirements for all programs.
3. Implements all academic policies and procedures approved by the Council.
4. Directs the safe custody of all documents and information relating to admissions, examinations and academic results.
5. Coordinates the setting of teaching and examination timetables and sourcing for External Examiners.
6. Directs compliance with approved schedules for setting and marking examinations and release of results.
7. Monitors and advises the Deputy Vice Chancellor/ Academic Affairs on cases of academic impropriety that may include fraud, dishonorable or scandalous conduct for action by the Senate.

8. Organises and coordinates undergraduate, graduate, diploma and Certificate graduation ceremonies.
9. Coordinates matters pertaining to administration of research grants and publications.
10. Coordinates vetting of publications of Academic Staff for promotion.
11. Shall be the Secretary to Senate and its Committees.
12. Organises and coordinates all University Alumni activities.
13. Coordinates the election of Deans, Directors and Heads of Academic Faculties and Departments.
14. Sets performance targets, supervises and appraises staff of the Office.

KEY OUTPUTS

- a) Development of curricula coordinated.
- b) Policy governing student admission enforced.
- c) Students admitted.
- d) Academic programs approved by Council implemented.
- e) Documents and information on admissions secured and properly managed.
- f) Timetables for teaching and examinations prepared and External Examiners sourced.
- g) Schedules for examinations setting, marking and release of results followed.
- h) Advice on academic impropriety tendered and related cases reported.
- i) Graduation ceremonies managed.
- j) Administration of research grants and publications coordinated.
- k) Minutes of Senate meetings taken and decisions communicated and implemented as directed.
- l) Alumni activities organized and coordinated.
- m) Election of Deans, Directors and Heads of Academic Faculties and Departments coordinated.
- n) Performance targets set and staff of the Office supervised and appraised.

PERSON SPECIFICATIONS

- i. Should have a Master's degree.
- ii. An earned PhD is an added advantage.
- iii. Should have strong leadership and communication skills.
- iv. Should be computer literate.
- v. Should have a minimum of ten (10) years working experience, five (5) of which should have been at a senior management level in a recognised academic institution.
- vi. Should have a track record of high integrity and good Deputy Directorial skills.

JOB TITLE : DEPUTY ACADEMIC REGISTRAR
Salary Scale : M4
Responsible to : Academic Registrar
Responsible for : Senior Assistant Academic Registrars

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.

DUTIES AND RESPONSIBILITIES

1. Supports the Academic Registrar in planning and coordinating curriculum development for all programs and courses taught at the University and affiliate institutions of higher learning.
2. Supports the Academic Registrar in managing the implementation of academic policies and procedures approved by Council.
3. Coordinates the management of admission of students and advises the Academic Registrar on compliance to University policies and procedures on admissions.
4. Supports the Academic Registrar in coordinating management of lectures, examinations, arranging for engagement of External Examiners and release of results in accordance with approved policies and schedules.
5. Supports the Academic Registrar in organising graduation ceremonies.
6. Supports the Academic Registrar in organising meetings and providing secretariat services to academic related Boards/ Committees instituted by Senate.
7. Supports the Academic Registrar in coordinating matters pertaining to administration of research grants and publications.
8. Manages and assessing the performance of lower level staff in the Office of the Academic Registrar.
9. Mentors, coaches and counsels staff in the Office of the Academic Registrar.

10. Supervises the proper management of records relating to admissions and academics.

KEY OUTPUTS

- a) Support in planning and coordinating curriculum development at the University and affiliate institutions of higher learning provided.
- b) Support in implementing academic policies and procedures approved by Council provided.
- c) Support in management of admission of students provided and advice on their compliance to admission requirements tendered.
- d) Support in coordinating management of lectures, examinations, arranging for engagement of External Examiners and release of results provided.
- e) Support in organising graduation ceremonies provided.
- f) Support in facilitating academic related Boards/ Committees instituted by Senate provided.
- g) Support in coordinating matters pertaining to administration of research grants and publications provided.
- h) Staff managed and assessed.
- i) Staff mentored, coached and counseled.
- j) Management of records relating to admissions and academics supervised.

PERSON SPECIFICATIONS

- i. Should have a Masters degree.
- ii. An earned PhD is an added advantage.
- iii. Should have strong leadership and communication skills.
- iv. Should be computer literate.
- v. Should have a minimum of seven (7) years working experience, three (3) of which should have been at a senior management level in a recognised academic institution.
- vi. Should have a track record of high integrity and good Deputy Directorial skills.

JOB TITLE : SENIOR ASSISTANT ACADEMIC REGISTRAR/
EXAMINATIONS

Salary Scale : M5

Responsible to : Deputy Academic Registrar

Responsible for : Assistant Academic Registrar/ Examinations

PURPOSE OF THE JOB

- To assist in planning, coordinating and managing examinations.

DUTIES AND RESPONSIBILITIES

1. Assists in compiling the University examinations time table.
2. Compiles and administers examinations papers.
3. Coordinates the issuance of examination cards to registered students.
4. Enforces compliance with regulations governing examinations.
5. Monitors the safe custody and integrity of examination results at Faculties.
6. Organises arrangements for travel, accommodation and welfare of External Examiners.
7. Prepares and issues Academic Transcripts.
8. Verifies and certifies academic documents.
9. Implements and follow-up on decisions relevant to the conduct of examinations.
10. Supervises and appraises lower level staff.

KEY OUTPUTS

- a) Examinations time table prepared.
- b) Examination papers compiled and administered.
- c) Examination cards issued.
- d) Examinations regulations enforced.
- e) Examination results secured and properly kept.
- f) Academic transcripts prepared and issued.
- g) Academic transcripts verified and certified.
- h) Implementation of decisions relevant to the conduct of examinations monitored.
- i) Lower level staff supervised and appraised.

PERSON SPECIFICATIONS

- i. Masters degree from a recognized institution.
- ii. Should have a minimum of five (5) years working experience, two (2) of which should have been at a senior administrative level of a reputable academic institution.
- iii. Should have good interpersonal and effective communication skills.
- iv. Should have a high level of integrity.
- v. Should be computer literate.

JOB TITLE : SENIOR ASSISTANT ACADEMIC REGISTRAR/
SENATE

Salary Scale : M5

Responsible to : Deputy Academic Registrar

Responsible for : Assistant Academic Registrar/ Senate

PURPOSE OF THE JOB

- To assist in organizing and coordinating activities of Senate and communicating its decisions.

DUTIES AND RESPONSIBILITIES

1. Coordinates activities of the various Faculties/ Institutes to ensure that academic programs are carried out as planned.
2. Assists in communicating decisions by Senate or its committees.
3. Prepares and issuing academic certificates.
4. Implements and follows-up on decisions taken by Senate.
5. Assists in coordinating the administration of research grants and publications.
6. Assists in coordinating academic programs and activities of Affiliate Colleges/ Institutions.
7. Assists in coordinating, implementing and follow-up of decisions on the University Alumni.
8. Supervises and appraises lower level staff.

KEY OUTPUTS

- a) Implementation of academic programs monitored.
- b) Decisions of Senate and its Committees communicated.
- c) Academic certificates prepared and issued.
- d) Implementation of Senate decisions monitored.
- e) Administration of research grants and publications coordinated.
- f) Academic programs and activities of Affiliate Colleges/ Institutions coordinated.
- g) Decisions on the University Alumni managed.
- h) Lower level staff supervised and appraised.

PERSON SPECIFICATIONS

- i. Masters degree from a recognized University.
- ii. Should have a minimum of five (5) years working experience, two (2) of which should have been at a senior administrative level of a reputable academic institution.
- iii. Should have good interpersonal and effective communication skills.
- iv. Should have a high level of integrity.
- v. Should be computer literate.

JOB TITLE : SENIOR ASSISTANT ACADEMIC REGISTRAR/
ADMISSIONS

Salary Scale : M5

Responsible to : Deputy Academic Registrar

Responsible for : Assistant Academic Registrar/ Admissions

PURPOSE OF THE JOB

- To assist in organizing and coordinating activities relating to student admissions.

DUTIES AND RESPONSIBILITIES

1. Prepares Admissions Board meetings.
2. Responds to correspondences on undergraduate admissions.
3. Publicizes admissions lists.
4. Coordinates the administration of bursaries and scholarships for students.
5. Registers all students of the University.
6. Supervises the management of records on admissions.
7. Coordinates activities of the student loan scheme.
8. Liaises with examining institutions or those responsible for equating qualifications for verification of authenticity or equivalence of results of applicants.
9. Manages custody of academic certificates.
10. Supervises and appraises lower level staff.

KEY OUTPUTS

- a) Admissions Board meetings prepared.
- b) Correspondence on admissions responded to.
- c) Admissions lists publicized.
- d) Administration of Bursaries and Scholarships coordinated.
- e) University students registered.
- f) Admissions records managed.
- g) Student loan scheme activities coordinated.
- h) Network with examining institutions or those responsible for equating qualifications established and used.

- i) Academic certificates secured and properly kept.
- j) Lower level staff supervised and appraised.

PERSON SPECIFICATIONS

- i. Masters degree from a recognized University.
- ii. Should have a minimum of five (5) years working experience, two (2) of which should have been at a senior administrative level of a reputable academic institution.
- iii. Should have good interpersonal and effective communication skills.
- iv. Should have a high level of integrity.
- v. Should be computer literate.

JOB TITLE : ASSISTANT ACADEMIC REGISTRAR/
EXAMINATIONS

Salary Scale : M6

Responsible to : Senior Assistant Academic Registrar/ Examinations

Responsible for : Assistant Administrative Officer

PURPOSE OF THE JOB

- To assist the Senior Assistant Academic Registrar in planning, coordinating and managing examinations.

DUTIES AND RESPONSIBILITIES

1. Assists in compiling data for preparation of the University examinations time table.
2. Assists in compiling and administering examinations papers.
3. Assists in issuing examination cards to registered students.
4. Assists in enforcing compliance with regulations governing examinations.
5. Assists in monitoring the safe custody and integrity of examination results at Faculties.
6. Assists in organizing arrangements for travel, accommodation and welfare of External Examiners.
7. Assists in preparing Academic Transcripts.
8. Assists in following-up implementation of decisions relevant to the conduct of examinations.

KEY OUTPUTS

- j) Data for preparation of examinations time table compiled.
- k) Support for compiling and administering Examination papers provided.
- l) Support for issuance of Examination cards provided.
- m) Support in enforcement of Examinations regulations provided.
- n) Support for monitoring of security and integrity of examinations results provided.
- o) Support in organizing travel arrangements, accommodation and welfare of External Examiners provided.

- p) Support for preparation of Academic Transcripts provided.
- q) Support for follow-up of implementation of decisions relevant to the conduct of examinations provided.

PERSON SPECIFICATIONS

- i. Masters degree from a recognized institution.
- ii. Should have a minimum of three (3) years working experience as an administrator in a reputable institution.
- iii. Should have good interpersonal and effective communication skills.
- iv. Should have a high level of integrity.
- v. Should be computer literate.

JOB TITLE : ASSISTANT ACADEMIC REGISTRAR/ SENATE
Salary Scale : M6
Responsible to : Senior Assistant Academic Registrar/ Senate
Responsible for : N/A

PURPOSE OF THE JOB

- To assist the Senior Assistant Academic Registrar in organizing and coordinating activities of Senate and communicating its decisions.

DUTIES AND RESPONSIBILITIES

1. Assists in coordinating activities of the various Faculties/ Institutes to ensure that academic programs are carried out as planned.
2. Assists in communicating decisions by Senate or its committees.
3. Assists in preparing academic certificates.
4. Assists in following-up on decisions taken by Senate.
5. Assists in coordinating the administration of research grants and publications.
6. Assists in coordinating academic programs and activities of Affiliate Colleges/ Institutions.
7. Assists in coordinating, implementing and follow-up of decisions on the University Alumni.

KEY OUTPUTS

- a) Support for coordinating activities and academic programs of various Faculties/ Institutes provided.
- b) Support for communicating decisions of Senate and its Committees provided.
- c) Support for preparation of Academic certificates provided.
- d) Support for monitoring implementation of Senate decisions provided.
- e) Support for coordination of administration of research grants and publications provided.
- f) Support for coordination of academic programs and activities of Affiliate Colleges/ Institutions provided.

- g) Support for follow-up of implementation of decisions on the University Alumni provided.

PERSON SPECIFICATIONS

- i. Masters degree from a recognized institution.
- ii. Should have a minimum of three (3) years working experience as an administrator in a reputable institution.
- iii. Should have good interpersonal and effective communication skills.
- iv. Should have a high level of integrity.
- v. Should be computer literate.

JOB TITLE : ASSISTANT ACADEMIC REGISTRAR/ ADMISSIONS
Salary Scale : M6
Responsible to : Senior Assistant Academic Registrar/ Admissions
Responsible for : Assistant Administrative Officer

PURPOSE OF THE JOB

- To assist the Senior Assistant Academic Registrar in organizing and coordinating activities relating to student admissions.

DUTIES AND RESPONSIBILITIES

1. Assists in preparing Admissions Board meetings.
2. Assists in responding to correspondences on undergraduate admissions.
3. Assists in publicizing admissions lists.
4. Assists in coordinating the administration of bursaries and scholarships for students.
5. Assists in registering students of the University.
6. Assists in coordinating activities of the student loan scheme.
7. Assists in liaising with examining institutions or those responsible for equating qualifications for verification of authenticity or equivalence of results of applicants.

KEY OUTPUTS

- a) Support for preparation of Admissions Board meetings provided.
- b) Support for preparing responses to correspondence on admissions provided.
- c) Support for publicity of Admissions lists provided.
- d) Support for coordination of administration of Bursaries and Scholarships provided.
- e) Support for registration of students provided.
- f) Support for coordination of activities of the Student loan scheme activities provided.
- g) Support to work with institutional networks to establish authenticity and equivalence of qualifications provided.

PERSON SPECIFICATIONS

- i. Masters degree from a recognized institution.
- ii. Should have a minimum of three (3) years working experience as an administrator in a reputable institution.
- iii. Should have good interpersonal and effective communication skills.
- iv. Should have a high level of integrity.
- v. Should be computer literate.

OFFICE OF THE DEAN OF STUDENTS

JOB TITLE : DEAN OF STUDENTS
Salary Scale : M3
Responsible to : Vice Chancellor
Responsible for : Deputy Dean of Students
Wardens
Senior Sports Officer/ Tutor

PURPOSE OF THE JOB

- To ensure provision of welfare services to students, maintain student discipline and oversee management of student affairs in accordance with the law, University policies and regulations.

DUTIES AND RESPONSIBILITIES

1. Advises the Vice Chancellor, and other University Deans /Deputy Directors on matters relating to student welfare and discipline.
2. Directs the supervision and control of the Halls of Residence and all matters related to the accommodation and feeding of both resident and non-resident students.
3. Develops appropriate strategies and relevant mechanisms for mitigating and managing student conflicts and strikes.
4. Directs matters related to the operations of the Students Guild, coordinating, accrediting and guiding the activities of other student associations in line with policies and regulations of the University.
5. Manages the student information services in line with the University's communication strategy.
6. Liaises with University Deans/ Deputy Directors for the delivery of welfare services to students including health and sanitation.
7. Coordinates student leadership and career development events.

8. Directs the organisation and management of student sports, games and recreational activities in line with the university budgets.
9. Provides administrative secretariat support services to committees managing student affairs.
10. Accredits and advises on student accommodation outside the University campus and mediates between facility owners and students for provision of affordable and acceptable services.
11. Sets performance targets, supervises and appraises staff of the Office.

KEY OUTPUTS

- a) Advice to the Vice Chancellor and other University Deans/Deputy Directors on matters relating to student welfare and discipline tendered.
- b) Halls of residence and all matters related to the accommodation of both resident and non-resident students managed.
- c) Strategies and mechanisms for mitigating and controlling student strikes and conflicts developed.
- d) Student Guild operations managed and the activities of other student associations guided.
- e) Student information services managed in line with the approved communication strategy.
- f) Student welfare services delivered.
- g) Student leadership and career development events coordinated.
- h) Student sports, games and recreational activities managed.
- i) Secretariat services to Committees managing student's affairs provided.
- j) Student accommodation outside the University campus documented and facility owners lobbied for affordable and acceptable services.
- k) Performance targets set and staff of the Office supervised and appraised.

PERSON SPECIFICATIONS

- i. Should have a Master's degree in either Education, Human Resource Management, Counselling, Psychology, and Sociology or any other related field from a recognized institution of higher learning.
- ii. Should have high and integrity with excellent communication, leadership and people skills.
- iii. Should be a mature person with the ability to understand student behavioral patterns, group dynamics and inspire disciplined behavior.
- iv. Should have high emotional intelligence and the ability to critically analyze divergent student issues, problems, act proactively and concretize or establish appropriate solutions.
- v. Should have broad knowledge about university procedures and regulations relating to student affairs.
- vi. Should have broad knowledge of the process and practice of arbitration, mediation and facilitating negotiation.
- vii. Should be computer literate.
- viii. Should have at least ten (10) years working experience in a reputable institutions of higher learning, five (5) of which should have been at senior management.

JOB TITLE : DEPUTY DEAN OF STUDENTS
Salary Scale : M4
Responsible to : Dean of Students
Responsible for : Wardens

Senior Sports Officer

PURPOSE OF THE JOB

- To deputize the Dean of Students in managing and implementing policies for the welfare and discipline of students as well as administration of student affairs at the University.

DUTIES AND RESPONSIBILITIES

1. Coordinates the control of the Halls of Residence and all matters related to student welfare, discipline and other affairs for both that are resident or non-resident.
2. Supports the Dean of students in developing appropriate strategies and relevant mechanisms for mitigating and managing student conflicts and strikes.
3. Coordinates matters related to the operations of the Students Guild, coordinating, accrediting and guiding the activities of other student associations in line with policies and regulations of the University.
4. Monitors and reports on all student information related services in accordance to the University communication strategy.
5. Coordinates and follows up on matters related to students residing outside the University campus.
6. Monitors and advises the Dean of Students on the status and management of Student Affairs.
7. Coordinates student leadership and career development events.
8. Supports the Dean of Students in coordinating the organisation and management of student sports, games and recreational activities in line with the university budgets.
9. Provides administrative secretariat support services to committees managing student affairs.
10. Liaises with the various religious leaders in support of student's spiritual well-being.

11. Coordinates the compilation of available information on student accommodation facilities outside the University premises and advises the Dean of Students accordingly.
12. Performs any other official duties as assigned by the Dean of Students.

KEY OUTPUTS

- a) Control of the Halls of Residence on matters related to student welfare, discipline and other related affairs coordinated.
- b) Support in developing appropriate strategies and relevant mechanisms for mitigating dysfunctional activities of students provided.
- c) Students Guild and other student association matters coordinated and appropriate guidance provided.
- d) Student information related services monitored and advised.
- e) Matters of students residing outside the University premises coordinated and followed up.
- f) Status and management of Student Affairs monitored and advised.
- g) Student leadership and career development events coordinated.
- h) Support for coordination of the organisation and management of student sports, games and recreational activities provided.
- i) Support for provision of administrative secretariat support services to Council committees on Student affairs provided.
- j) Compilation of available information on student accommodation facilities outside the University premises coordinated and advised.
- k) Other official duties as assigned by the Dean of Students performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Education, Human Resource Management, Counselling, Psychology, or Sociology from a recognized institution of higher learning.

- ii. Should have high integrity with excellent communication, leadership and people skills.
- iii. Should be a mature person with the ability to understand student behavioural patterns, group dynamics and inspire disciplined behaviour.
- iv. Should have high emotional intelligence and the ability to critically analyze divergent student issues, problems, act proactively and concretise or establish appropriate solutions.
- v. Should have broad knowledge about University procedures and regulations relating to student affairs.
- vi. Should have broad knowledge of the process and practice of arbitration, mediation and facilitating negotiation.
- vii. Should be computer literate.
- viii. Should have at least eight (8) years working experience in a reputable institution of higher learning, four (4) of which should have been at senior management level.

HALLS OF RESIDENCE

JOB TITLE : WARDEN
Salary Scale : M6

Responsible to : Deputy Dean of Students

Responsible for : Domestic Bursars

Chief Custodians

PURPOSE OF THE JOB

- To provide general administration in the halls of residences including staff supervision and student welfare, catering services and discipline.

DUTIES AND RESPONSIBILITIES

1. Plans, budgets, manages and accounts for the resources of the Halls of Residence and Hostels in accordance with the policies and fiscal regulations of the University.
2. Receives student admission lists, allocates them to Halls of residence and Hostels and provides for their requirements as stipulated in the letters of admission.
3. Oversees the cleaning, maintenance and security of Halls of residence and Hostels.
4. Maintains up-to-date record of all students in the Halls of residence and Hostels.
5. Provides sports and recreational facilities so as to encourage sporting activities in the halls of residence.
6. Provides basic counseling and guidance to students and staff and refers them to appropriate established counseling and guidance support services units of the University where necessary.
7. Supervises all staff in the Halls of residence and Hostels.
8. Enforces University Rules and Regulations and disciplinary procedures in the halls of residence.
9. Works hand in hand with the student Council officials to ensure efficient and effective administration of halls.
10. Liaises with the Office of the Dean of Students to ensure decent external accommodation for non-resident students attached to the hall.
11. Manages Guest bookings for use of hall facilities.

12. Manages the proper upkeep, safe custody and inventory of all property in the Halls of residence and Hostels.
13. Is responsible for payment of student allowances and collection of the various categories of funds paid by students to the university that Wardens may be directed to take charge of.
14. Performs any other official duties as assigned by the Dean of Students.

KEY OUTPUTS

- a) Hall plans and budgets prepared and resources managed and accounted for.
- b) Admission lists received and rooms and other stipulated requirements provided to students.
- c) Halls of residence and hostels cleaned, well maintained and secured.
- d) Student records in the Halls and Hostels managed.
- e) Hall sports and recreational facilities provided.
- f) Basic counseling and guidance to students and staff provided and special cases referred.
- g) Hall of residence and Hostel staff supervised.
- h) University Rules and Regulations and disciplinary procedures enforced.
- i) Cooperation and support to student Council officials for the efficient and effective administration of Halls of residence and Hostels provided.
- j) Liaises with the Office of the Dean of Students to ensure decent external accommodation for non-resident students attached to the hall.
- k) Guest bookings for use of hall facilities managed.
- l) Proper upkeep, safe custody and inventory of all property managed.
- m) Student allowances paid and various funds as may be directed to take charge of collected.
- n) Other official duties as assigned by the Dean of Students performed.

PERSON SPECIFICATIONS

- i. Should be qualified with a Master's degree.

- ii. Should have good working knowledge and experience of student affairs or administration of at least three (3) years in a reputable institution.
- iii. Should have well-developed inter-personal relationship, listening, counseling and communication skills.

JOB TITLE : CHIEF CUSTODIAN
Salary Scale : M14

Responsible to : Warden

Responsible for : Custodians

PURPOSE OF THE JOB

- Provide day to day routine administration of the halls of residence and Hostels.

DUTIES AND RESPONSIBILITIES

1. Attends to student issues regarding their accommodation and Hall or Hostel facilities.
2. Directs the cleaning, maintenance and security of Halls of residence and Hostels.
3. Compiles and updates student records for the attention of the Warden.
4. Keeps safe custody of all hall property, including sports and recreational facilities, and issues them as directed by the Warden.
5. Reports cases of student indiscipline to student Council officials or Warden for appropriate action.
6. Supervises the preparation of Hall and Hostel facilities for official functions of the University and regulates the use of Hall or Hostel facilities by external Guests.
7. Prepares reports on custodial duties and submits them to the Warden.
8. Conducts routine inspection of the functions hall and rooms to ensure they are used and maintained appropriately.
9. Reports infrastructure or facilities in the Halls of residence or Hostels that require demolition, replacement, repair or maintenance to the Warden.
10. Reports any emergencies or criminal activity to the Warden or other appropriate authority.
11. Performs any other official duties as assigned by the Warden.

KEY OUTPUTS

- a) Student issues on accommodation and facilities addressed.
- b) Cleaning, maintenance and security of Halls of residence and Hostels directed.
- c) Student records compiled, updated and submitted.
- d) Hall property safely kept or issued as directed.
- e) Cases of student indiscipline reported.

- f) Preparation of Hall and Hostel facilities for official functions supervised and use of Hall and Hostel facilities by external Guests regulated.
- g) Prepares reports on custodial duties and submits them to the Warden.
- h) Routine inspection of the functions hall and rooms conducted.
- i) Infrastructure or facilities that require demolition, replacement, repair or maintenance reported.
- j) Emergencies or criminal activity reported.
- k) Other official duties as assigned by the Warden performed.

PERSON SPECIFICATIONS

- i. Should have at least a Uganda Advanced Certificate of Education or equivalent qualification.
- ii. Any security training constitutes an added advantage.
- iii. Should have at least two (2) years administrative or stores management experience in a reputable institution.

JOB TITLE : CUSTODIAN
Salary Scale : M15

Responsible to : Chief Custodian
Responsible for : Cleaner
Grounds person

PURPOSE OF THE JOB

- To assist the Chief Custodian in day-to-day routine administration of the halls of residence and Hostels.

DUTIES AND RESPONSIBILITIES

1. Attends to student issues regarding their accommodation and Hall or Hostel facilities or refers the more complicated issues to the Chief Custodian.
2. Receives and directs or assists visitors appropriately.
3. Supervises the cleaning, maintenance and security of Halls of residence and Hostels.
4. Compiles student records for the attention of the Chief Custodian.
5. Collects and stores hall property, including sports and recreational facilities, as instructed by the Chief Custodian.
6. Reports cases of student indiscipline to Chief Custodian for appropriate action.
7. Assists in supervising the preparation of Hall and Hostel facilities for official functions of the University and regulating the use of Hall or Hostel facilities by external Guests.
8. Prepares exit situation report at the end of the shift for the attention of the Chief Custodian.
9. Reports any emergencies or suspicious activity to the Chief Custodian or other appropriate authority.
10. Locks up or opens the gate and other entrances/ exits to the Halls of residence and Hostels at the stipulated times.
11. Performs any other official duties as assigned by the Chief Custodian.

KEY OUTPUTS

- a) Student issues on accommodation and facilities addressed or referred.

- b) Visitors received and assisted.
- c) Cleaning, maintenance and security of Halls of residence and Hostels supervised.
- d) Student records compiled.
- e) Hall property collected and stored.
- f) Cases of student indiscipline reported.
- g) Support for supervising preparation of Hall and Hostel facilities for official functions and regulating use of Hall and Hostel facilities by external Guests provided.
- h) Exit situational reports prepared.
- i) Emergencies or suspicious activity reported.
- j) Gate and other entrances/ exit locked up or opened appropriately.
- k) Other official duties as assigned by the Chief Custodian performed.

PERSON SPECIFICATIONS

- i. Should have at least a Uganda Advanced Certificate of Education or equivalent qualification.
- ii. Any security training constitutes an added advantage.
- iii. Should have at least one (1) year administrative or stores management experience in a reputable institution.

JOB TITLE : DOMESTIC BURSAR
Salary Scale : M11

Responsible to : Warden

Responsible for : All kitchen staff

PURPOSE OF THE JOB

- To oversee the catering activities in the kitchen.

DUTIES AND RESPONSIBILITIES

1. Plans, costs and prepares menu for students and visitors.
2. Prepares monthly food schedules and requisitions for the purchase of food, beverages, equipment and other kitchen items for the attention of the Warden.
3. Supervises kitchen staff.
4. Prepare reports on the catering unit for the attention of the Warden.
5. Supervise issuing and management of meal cards in the dining halls.
6. Accounts for kitchen petty cash.
7. Liaises with the Department of Estates and Works or external service providers on general repairs and replacement of equipment or acquisition of new equipment for the kitchen.
8. Directs and participates in preparation, presentation, and where necessary, serving of food and beverages.
9. Enforces standards of health, safety and sanitation in the kitchen and dining rooms.
10. Supervises storage and preservation of food and beverages.
11. Performs any other official catering duties as assigned by the Warden.

KEY OUTPUTS

- a) Catering planned and costed and meal menus prepared.
- b) Monthly food schedules and requisitions for the kitchen purchases prepared.
- c) Kitchen staff supervised.
- d) Monthly food schedules prepared
- e) Catering reports prepared and submitted.
- f) Issuance and management of meal cards supervised.
- g) Kitchen petty cash accounted for.

- h) General repairs, replacement or acquisition of new equipment for the kitchen coordinated and managed.
- i) Preparation, presentation and serving of food and beverages managed.
- j) Standards of health, safety and sanitation enforced.
- k) Storage and preservation of food and beverages supervised.
- l) Other official duties as assigned by the Chief Custodian performed.

PERSON SPECIFICATIONS

- i. Should have a Diploma in Catering, Home Economics, Hospitality or Hotel Management from a recognized institution.
- ii. Should have at least two (2) years' experience in catering from a reputable institution.

GAMES AND SPORTS OFFICE

JOB TITLE : ASSISTANT DIRECTOR/ GAMES AND SPORTS
Salary Scale : M5
Responsible to : Dean of Students
Responsible for : Senior Sports Officer

PURPOSE OF THE JOB

- To provide headship and general administration of sports and recreation programs and facilities.

DUTIES AND RESPONSIBILITIES

1. Initiates, develops, reviews and updates for approval, sports and recreation policies and strategies in accordance with national and international sporting and recreation requirements.
2. Develops budget proposals for sports and recreation activities and accounts for allocated fiscal and physical resources of the Office.
3. Schedules and implements the annual University sporting and recreational calendar.
4. Participates in the selection and manages Coaches involved in the training of students.
5. Coordinates the provision medical support to players.
6. Plans and organizes sports and recreation sponsorship and fundraising initiatives.
7. Manages the acquisition, use, maintenance and safety of University sports equipment and facilities.
8. Organises and manages University sports tournaments and other sporting and recreational events for students.
9. Designs and implements programs for the development of sports at the University.
10. Liaises with local, regional and international sporting bodies for the participation of students in sporting and recreational competitions and organises and manages travel arrangements, upkeep and accommodation for those funded by the University.

- 11.Undertakes sports research to enhance the capability of the University in all sporting and recreational aspects including coaching, training, sports facilities management, events management and funds raising.
- 12.Directs the proper inventory of University sporting and recreational equipment and facilities.

KEY OUTPUTS

- a) Sports and recreation policies and strategies initiated, developed, reviewed and updated.
- b) Budget proposals for sports and recreation activities developed and allocated resources accounted for.
- c) University sporting and recreational calendar scheduled and implemented.
- d) Selection and management of Coaches done.
- e) Provision of medical support to players coordinated.
- f) Sports and recreation sponsorship and fundraising drives planned and organized.
- g) Acquisition, use, maintenance and safety Manages sports equipment and facilities managed.
- h) University sports tournaments and other sporting and recreational events organised and managed.
- i) Programs for the development of sports designed and implemented.
- j) Student participation in local, regional and international competitions secured and travel arrangements, upkeep and accommodation for University sponsored participants organised and managed.
- k) Sports research to enhance the capability of the University in all sporting and recreational aspects undertaken.
- l) The proper inventory of University sporting and recreational equipment and facilities managed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Sports Science, Physical Education, Education, Sport and Exercise Psychology, Sports Management or Biological Sciences from a recognized institution.
- ii. Should have a minimum of seven (7) years working experience in sports administration, three (3) of which should have been at a senior management level gained from a reputable organisation.
- iii. Should be a member of the National Sports Federation.
- iv. Should have coaching qualifications in at least two games.
- v. Working experience with students is an added advantage.

JOB TITLE : SENIOR SPORTS OFFICER

Salary Scale : M5

Responsible to : Deputy Director/ Games and Sports

Responsible for : Sports Officers

PUROSE OF THE JOB

- To organize and coordinate sporting and recreational events at the University campus and off campus.

DUTIES AND RESPONSIBILITIES

1. Supports the Deputy Director/ Games and Sports to develop budget proposals for sports and recreation activities.
2. Supports the Deputy Director/ Games and Sports in promoting student participation in national, regional and international games and sporting events.
3. Supervises the implementation of sporting and recreational programs for the University.
4. Supervises or advises on the maintenance of sports equipment and facilities.
5. Monitors the performance of contracted or hired Coaches and advises the Deputy Director/ Games and Sports accordingly.
6. Notifies the medical team of the physical condition of players for necessary action.
7. Assists the Deputy Director/ Games and Sports to plan and organize sports and recreation sponsorship and fundraising events.
8. Conducts market surveys and advises the Deputy Director/ Games and Sports on appropriate sports equipment and facilities on the market and their cost.
9. Coordinates and supervision University sports tournaments and other sporting and recreational events.
10. Supports the Deputy Director/ Games and Sports in the design of sports development programs of the University.

11. Undertakes sports research to enhance the capability of the University in all sporting and recreational aspects including coaching, training, sports facilities management, events management and funds raising.
12. Maintains an inventory of University sporting and recreational equipment and facilities.
13. Coaches University Teams in the relevant field of expertise.

KEY OUTPUTS

- a) Support for developing budget proposals for sports and recreation activities provided.
- b) Support in promoting student participation in national, regional and international games and sporting events provided.
- c) Implementation of sporting and recreational programs supervised.
- d) Maintenance of sports equipment and facilities supervised or advised.
- e) Performance of contracted or hired Coaches monitored and advised.
- f) The physical condition of players notified.
- g) Assistance for planning and organisation of sports and recreation sponsorship and fundraising events tendered.
- h) Market surveys conducted and appropriateness and pricing of sports equipment and facilities advised.
- i) Sports tournaments and other sporting and recreational events coordinated and supervised.
- j) Support for the design of sports development programs provided.
- k) Sports research to enhance the capability of the University in all sporting and recreational aspects undertaken.
- l) Inventory of University sporting and recreational equipment and facilities maintained.
- m) University Teams coached.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in either Sports Science, Physical Education, Education, Sport and Exercise Psychology, Sports Management or Biological Sciences from a recognized institution.
- ii. Should have a minimum of five (5) years working experience in sports administration, two (2) of which should have been at a senior management level gained from a reputable organisation.
- iii. Should be a member of the National Sports Federation.
- iv. Should have coaching qualifications in at least two games.
- v. Working experience with students is an added advantage.

JOB TITLE : SPORTS OFFICER
Salary Scale : M6
Responsible to : Senior Sports Officer
Responsible for : Assistant Sports Officer

PURPOSE OF THE JOB

- To provide support for the organization and conduct of sporting and recreational activities at the university campus and outside.

DUTIES AND RESPONSIBILITIES

1. Prepares students for participation in national, regional and international games and sporting events.
2. Implements sporting and recreational programs for the University.
3. Notifies the medical team of the physical condition of players for necessary action.
4. Participates sports and recreation sponsorship and fundraising events.
5. Supports the running of University sports tournaments and other sporting and recreational events.
6. Compiles data to update University inventory of sporting and recreational equipment and facilities.
7. Coaches University Teams in the relevant field of expertise.
8. Manages the welfare of the University sports team while on training.
9. Liaises with the University Games Union to organize and co-ordinate University sports and recreation programs.
10. Coordinates the production and dissemination of sports publications at the University e.g. Sports fixtures, results, sports magazines and Journals.
11. Supervise support staff tending the sports grounds.
12. Performs any other official duties as assigned by the Senior Sports Tutor.

KEY OUTPUTS

- a) Students to participate in national, regional and international games and sporting events prepared.

- b) Sporting and recreational programs implemented.
- c) The physical condition of players notified.
- d) Support for sports and recreation sponsorship and fundraising events provided.
- e) Support for running sports tournaments and other sporting and recreational events provided.
- f) Data for updating the inventory of sporting and recreational equipment and facilities compiled.
- g) University Teams coached.
- h) Welfare of the training University sports team managed.
- i) Coordination of sports and recreation programs with the University Games Union done.
- j) Production and dissemination of sports publications coordinated.
- k) Support staff tending sports grounds supervised.
- l) Other official duties as assigned by the Senior Sports Tutor performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Sports Science, Physical Education, Education, Sport and Exercise Psychology, Sports Management or Biological Sciences from a recognized institution.
- ii. Should have a minimum of three (3) years working experience in sports administration gained from a reputable organisation.
- iii. Should have coaching qualifications in at least one game.
- iv. Working experience with students is an added advantage.

JOB TITLE : ASSISTANT SPORTS OFFICER

Salary Scale : M7

Responsible to : Sports Officer

Responsible for : N/A

PURPOSE OF THE JOB

- To assist in the conduct of sporting activities at the campus and off campus.

DUTIES AND RESPONSIBILITIES

1. Assists in preparing students for participation in national, regional and international games and sporting events.
2. Implements sporting and recreational programs for the University.
3. Conducts physical exercises for the University Team.
4. Notifies the medical team of the physical condition of players for necessary action.
5. Supports the running of University sports tournaments and other sporting and recreational events.
6. Assists in coaching the University Teams in the relevant field of expertise.
7. Assists in managing the welfare of the University sports teams while on training.
8. Manages training kits and other equipment for sporting and recreational programs.
9. Assists in supervising support staff tending the sports grounds.
10. Performs any other official duties as assigned by the Senior Sports Tutor.

KEY OUTPUTS

- a) Support for students preparation of student to participate in national, regional and international games and sporting events provided.
- b) Sporting and recreational programs implemented.
- c) Physical exercises for University Team conducted.
- d) The physical condition of players notified.
- e) Support for running of sports tournaments and other sporting and recreational events provided.

- f) Assistance in coaching the University Teams provided.
- g) Data for updating the inventory of sporting and recreational equipment and facilities compiled.
- h) University Teams coached.
- i) Support in managing the welfare of training University sports teams provided.
- j) Support in managing training kits and other equipment for sporting and recreational programs provided.
- k) Assistance in supervising support staff tending sports grounds provided.
- l) Other official duties as assigned by the Sports Tutor performed.

PERSON SPECIFICATIONS

- i. Should have a degree in either Sports Science, Physical Education, Education, Sport and Exercise Psychology, Sports Management or Biological Sciences from a recognized institution.
- ii. Should have coaching qualifications in at least one game.
- iii. Working experience with students is an added advantage.

OFFICE OF THE UNIVERSITY LIBRARIAN

JOB TITLE : UNIVERSITY LIBRARIAN
Salary Scale : M3
Responsible to : Vice-Chancellor
Responsible for : Deputy Librarian

PURPOSE OF THE JOB

- To develop, control, manage and coordinate all library and information systems and services of the University in support of teaching, learning and research.

DUTIES AND RESPONSIBILITIES

1. Prepares annual work plans and financial budgets for University library and information services and directs their implementation.
2. Initiates development and review of library and information services policy and strategies.
3. Develops appropriate library systems, procedures, regulations and guidelines to facilitate the proper functioning of the University including cataloguing, classification and access to reading materials.
4. Manages the acquisition of library resources including reading material and electronic or other equipment from various sources including Donors and strategic partners.
5. Oversees the provision of effective library/ information services and resources including internet, e-library and other emerging technologies.
6. Directs the organization of library resources, their maintenance and manages their accurate inventory and safe custody.
7. Coordinates the exhibition and promotion of new library resources relevant to the University's requirements.
8. Fosters advantageous collaborations with other institutions, organisations and consortia in order to expand the reach of libraries' resources.

9. Researches on emerging trends and best practices and provides leadership on the emerging landscape of academic research and technologies.
10. Monitors and reviews the performance of the libraries on the Campus and makes appropriate recommendations to ensure attainment of academic and research excellence at the University.
11. Coordinates the acquisition and proper maintenance of books, serial publications, documents, audio-visual materials, electronic media resources, computer discs as well as other academic publications, equipment and information technology for the various libraries on the campus.
12. Receives and seeks complimentary copies of books, publications and electronic media resources and issues them for circulation to relevant units.
13. Supervises, sets performance targets and appraises University Library staff.

KEY OUTPUTS

- a) Annual work plans and financial budgets for University library and information services prepared and implemented.
- b) Library and information services policy and strategies developed or reviewed.
- c) Library systems, procedures, regulations and guidelines developed.
- d) Acquisition of library resources managed.
- e) Effective library/ information services and resources provided.
- f) Library resources documented, managed and secured.
- g) Exhibition and promotion of new library resources coordinated.
- h) Collaboration with other institutions, organisations and consortia for expansion of library resources established.
- i) Research on emerging trends, best practices and technologies in library and information services undertaken.
- j) Performance of University libraries monitored and appropriate action for the improvement of library services undertaken.
- k) Library and information resources acquired and well managed.
- l) Complimentary copies of books, publications and electronic media resources acquired and circulated.

- m) Performance targets set and staff of the University Library supervised and appraised

PERSON SPECIFICATIONS

- i. Should have an earned PhD in Library and Information Science from a recognized institution.
- ii. Should have demonstrated success in research, development and implementation of new technologies and innovative services in an academic library environment.
- iii. Should be at the rank of at least Associate Professor.
- iv. Should have proven ability to manage technical teams and transfer skills and knowledge to others through formal training and technical support.
- v. Should have the ability to use existing and build new networks to identify opportunities, gather information and seek resources for the University library.
- vi. Broad knowledge and understanding of current issues for the management of library and information services in academic institutions of higher learning.
- vii. Should be computer literate, have a good working knowledge of standard office documentation software and proficient in the use of relevant e-library applications and other information services technologies.
- viii. Should have a minimum of Twelve (12) years working experience in library services in an institution of higher learning three (3) of which should have been at senior management level and must have made at least five (5) new scholarly publications.

JOB TITLE : DEPUTY UNIVERSITY LIBRARIAN

Salary Scale : M4

Responsible to : University Librarian

Responsible for : Senior Librarian

PURPOSE OF THE JOB

- To deputize the University Librarian in managing and implementing university policies and regulations for enhancing the delivery of library services.

DUTIES AND RESPONSIBILITIES

1. Supports the development of annual work plans and financial budgets for efficient library services and acquisition of relevant and up-to-date reading materials and equipment.
2. Coordinates activities of the various Library units, namely: Technical Services, Circulation, Reserve, Book Bank in both main and branch Libraries
3. Supports the monitoring and review of the performance of all Libraries within the University Service.
4. Coordinates the acquisition, processing of all Library reading, audio-visual, and electronic materials within the Library Service.
5. Develops systems to facilitate accessibility of reading materials by Library users.
6. Provides regular updates on the Library stock to adequately inform the readers on all materials received in the Library
7. Develops effective and efficient procedures to enable users utilize all the available materials within the University Library Service.
8. Manages Library stock taking in the entire University Library Service
9. Supervises, mentors, counsels and appraises Library staff.
10. Performs any other official duties that may be assigned by the University Librarian.

KEY OUTPUTS

- a) Development of annual work plans and financial budgets Supports the for library services supported.

- b) Activities of the various Library units coordinated.
- c) Monitoring and review of the performance of all Libraries supported.
- d) Acquisition, processing of all Library reading, audio-visual, and electronic materials coordinated.
- e) Systems to facilitate accessibility of reading materials developed.
- f) Regular updates on the Library stock compiled and disseminated.
- g) Effective and efficient procedures for easy and optimal use of the Library developed.
- h) Library stock taking managed.
- i) Library staff supervised, mentored, counseled and appraised.
- j) Other official duties as assigned by the University Librarian performed.

PERSON SPECIFICATIONS

- i. Should have an earned PhD in Library and Information Science from a recognized institution.
- ii. Should have demonstrated success in research, development and implementation of new technologies and innovative services in an academic library environment.
- iii. Should be at the rank of at least Senior Lecturer.
- iv. Should have proven ability to manage technical teams and transfer skills and knowledge to others through formal training and technical support.
- v. Should have the ability to use existing and build new networks to identify opportunities, gather information and seek resources for the University library.
- vi. Should have broad knowledge and understanding of current issues for the management of library and information services in academic institutions of higher learning.
- vii. Should be computer literate, have a good working knowledge of standard office documentation software and proficient in the use of relevant e-library applications and other information services technologies.
- viii. Should have a minimum of Ten (10) years working experience in library services in an institution of higher learning three (3) of which should have been at senior

management level and must have made at least three (3) new scholarly publications.

JOB TITLE : SENIOR LIBRARIAN
Salary Scale : M5
Responsible to : Deputy University Librarian
Responsible for : Librarian
Book Binder

PURPOSE OF THE JOB

- To coordinate training programs, control and manage library and information services.

DUTIES AND RESPONSIBILITIES

1. Responsible for support staff supervision.
2. Manages the compilation of the accessions bulletin and list of serials.
3. Manages the Selective Dissemination of Information (SDI) and Current Awareness services.
4. Coordinates and manages Library Automation (ICT).
5. Supervises the processing of Library materials for selection and acquisition.
6. Coordinates the use of Library resources for training of students.
7. Supports the monitoring and review of the performance of other Libraries within the University Service.
8. Develops proposals on required library resources including reading material and equipment.
9. Implements systems and procedures to facilitate easy use of library resources.
10. Enforces policies, regulations and procedures governing the use of Library resources.
11. Supervises the security and proper use of Library resources.
12. Manages an inventory of all Library resources.
13. Supervises, mentors, counsels and appraises Library staff.

KEY OUTPUTS

- a) Development of annual work plans and financial budgets for library services supported.

- b) Activities of the various Library units coordinated.
- c) Monitoring and review of the performance of all Libraries supported.
- d) Acquisition, processing of all Library reading, audio-visual, and electronic materials coordinated.
- e) Systems to facilitate accessibility of reading materials developed.
- f) Support to training of students using Library resources provided.
- g) Regular updates on the Library stock compiled and disseminated.
- h) Effective and efficient procedures for easy and optimal use of the Library developed.
- i) Library stock taking managed.
- j) Library staff supervised, mentored, counseled and appraised.
- k) Other official duties as assigned by the Deputy University Librarian performed.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Library and Information Science from a recognized institution.
- ii. Should have well developed organizational and supervisory skills.
- iii. Should have the ability to use existing and build new networks to identify opportunities, gather information and seek resources for the University library.
- iv. Should have Knowledge of operation of library and information services in academic institutions of higher learning.
- v. Should have well developed communication and interpersonal relationship skills.
- vi. Should be computer literate, have a good working knowledge of standard office documentation software and proficient in the use of relevant e-library applications and other information services technologies.
- vii. Should have at least five (5) years working experience in library services of a reputable institution two (2) of which should have been at a supervisory level.

JOB TITLE : LIBRARIAN I
Salary Scale : M6
Responsible to : Senior Librarian
Responsible for : Librarian II
Library Support Staff

PURPOSE OF THE JOB

- To manage and maintain cataloguing and classification of library materials in an accessible form for end users.

DUTIES AND RESPONSIBILITIES

1. Catalogues and classifies library materials in accordance with set standards.
2. Compiles bibliographies to enable end users access information easily.
3. Checks the filing of catalogue cards.
4. Carries out re-cataloguing and re-classification of reading materials.
5. Processes Library materials for selection and acquisition.
6. Supports the training of students using Library resources.
7. Implements systems and procedures to facilitate easy use of library resources.
8. Enforces policies, regulations and procedures governing the use of Library resources.
9. Compiles data for update of the Library inventory.
10. Supervises, mentors, counsels and appraises lower level Library staff.

KEY OUTPUTS

- a) Library materials catalogued and classified.
- b) Bibliographies compiled.
- c) Filing of catalogue cards checked.
- d) Re-cataloguing and re-classification of reading materials undertaken.
- e) Library materials for selection and acquisition processed.
- f) Training of students supported.
- g) Systems and procedures for use of Library implemented.
- h) Library policies, regulations and procedures enforced.

- i) Data for update of Library inventory compiled.
- j) Lower level Library staff supervised, mentored, counseled and appraised.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in Library and Information Science from a recognized institution.
- ii. Should have organizational and supervisory skills.
- iii. Should have Knowledge of operation of library and information services in academic institutions of higher learning.
- iv. Should have well developed communication and interpersonal relationship skills.
- v. Should be computer literate, have a good working knowledge of standard office documentation software and proficient in the use of relevant e-library applications and other information services technologies.
- vi. Should have at least three (3) years working experience in library services of a reputable institution.

JOB TITLE : LIBRARIAN II
Salary Scale : M7
Responsible to : Librarian I
Responsible for : Senior Library Assistant

PURPOSE OF THE JOB

- To manage and maintain cataloguing and classification of library materials in an accessible form for end users.

DUTIES AND RESPONSIBILITIES

1. Supports the cataloguing and classification of library materials in accordance with set standards.
2. Supports the compilation of bibliographies to enable end users access information easily.
3. Manages the registration of Library users.
4. Handles overdue and replacement of lost/damaged library materials.
5. Checks the filing of catalogue cards.
6. Supports the training of students using Library resources.
7. Handles reference transactions for teaching or research and clearance of readers as guided.
8. Implements systems and procedures to facilitate easy use of library resources.
9. Enforces policies, regulations and procedures governing the use of Library resources.
10. Compiles data for update of the Library inventory.
11. Supervises lower level Library staff.

KEY OUTPUTS

- a) Support for cataloguing and classifying Library materials provided.
- b) Support for compilation of bibliographies provided.
- c) Registration of Library users managed.
- d) Overdue returns and replacement of lost/damaged library materials managed.
- e) Filing of catalogue cards checked.

- f) Support for training of students provided.
- g) Reference transactions and clearance of readers handled.
- h) Systems and procedures for use of Library implemented.
- i) Library policies, regulations and procedures enforced.
- j) Data for update of Library inventory compiled.
- k) Lower level Library staff supervised.

PERSON SPECIFICATIONS

- i. Should have a degree in Library and Information Science from a recognized institution.
- ii. Should have good organizational skills and interpersonal relationship skills.
- iii. Should be computer literate, have a good working knowledge of standard office documentation software and proficient in the use of relevant e-library applications and other information services technologies.

JOB TITLE : SENIOR LIBRARY ASSISTANT

Salary Scale : M14

Responsible to : Assistant Librarian

Responsible for : Library Assistant

PURPOSE OF THE JOB

- To assist in providing routine and basic support services in the University Library.

DUTIES AND RESPONSIBILITIES

1. Assists library users in locating required library materials and handles general inquiries about Library services.
2. Processes loaned and borrowed library materials.
3. Sorts, dusts and shelves books and other reading materials.
4. Maintains library records and performs security checks.
5. Opens and closes the library as stipulated.
6. Monitors the security of books, furniture and other assets of the library.
7. Assists with Library stock maintenance and presentation including shelf arrangement and mounting displays.
8. Operates reproduction equipment in the Library including photocopiers and scanners.

KEY OUTPUTS

- a) Library users directed and basic inquiries answered.
- b) Loaning and borrowing of Library materials processed.
- c) Books and other reading materials sorted, dusted and shelved.
- d) Library records maintained and security checks performed.
- e) Library opened and closed as scheduled.
- f) Security of Library resources and other assets monitored.
- g) Library stock maintenance and presentation supported.
- h) Reproduction equipment operated.

PERSON SPECIFICATIONS

- i. Should have a Diploma in Library Studies or Information Science from a recognized institution.
- ii. Should have at least two (2) years working experience in library services of a reputable institution.
- iii. Should have good organizational skills and interpersonal relationship skills.
- iv. Computer literacy is an added advantage.

JOB TITLE : LIBRARY ASSISTANT
Salary Scale : M15
Responsible to : Senior Library Assistant
Responsible for : N/A

PURPOSE OF THE JOB

- To maintain reading materials in the Library in an accessible form to the library users.

DUTIES AND RESPONSIBILITIES

1. Assists library users in locating required library materials and handles general inquiries about Library services.
2. Processes loaned and borrowed library materials.
3. Sorts, dusts and shelves books and other reading materials.
4. Maintains library records and performs security checks.
5. Monitors the security of books, furniture and other assets of the library.
6. Assists with Library stock maintenance and presentation including shelf arrangement and mounting displays.
7. Operates reproduction equipment in the Library including photocopiers and scanners.

KEY OUTPUTS

- a) Location of library materials guided.
- b) Loaned and borrowed library materials processed.
- c) Books and other reading materials sorted, dusted and shelved.
- d) Library records maintained and security checks performed.
- e) Security of Library resources and other assets monitored.
- f) Library stock maintenance and presentation supported.
- g) Reproduction equipment operated.

PERSON SPECIFICATIONS

- i. Should have a Uganda Certificate of Education with at least two (2) principal passes.
- ii. A certificate in Library Studies or Records Management and computer literacy will constitute an added advantage.
- iii. Should have effective communication skills.

JOB TITLE : LIBRARY ATTENDANT
Salary Scale : M20
Responsible to : Librarian
Responsible for : N/A

PURPOSE OF THE JOB

- To maintain reading materials in the Library and resource centre in an accessible form to the library users.

DUTIES AND RESPONSIBILITIES

1. Dusts and shelves reading materials as instructed.
2. Cleans the Library.
3. Assists in security checks within and at the entry of the Library.
4. Monitors the security of the Library resources.
5. Undertakes Library errands as assigned.

KEY OUTPUTS

- a) Reading materials dusted and shelved.
- b) Library cleaned.
- c) Security checks supported.
- d) Security of Library resources monitored.
- e) Assigned Library errands undertaken.

PERSON SPECIFICATIONS

- i. Should have a Uganda Certificate of Education with at least two (2) principal passes.
- ii. Should have good communication skills.

JOB TITLE : BOOK BINDER
Salary Scale : M12
Responsible to : Librarian
Responsible for : N/A

PURPOSE OF THE JOB

- To bind damaged library reading materials or scholarly work.

DUTIES AND RESPONSIBILITIES

1. Receives and maintains record of reading material or scholarly work brought in for binding.
2. Binds reading materials or scholarly work by cutting, folding, assembling, trimming and either gluing or sewing components together.
3. Embosses Library reading material or scholarly work as may be required.
4. Registers and dispatches finished work.
5. Requisitions for binding materials.
6. Undertakes any other official work as assigned.

KEY OUTPUTS

- a) Reading material for binding received and recorded.
- b) Reading material or scholarly work bound.
- c) Embossment on reading material or scholarly work done.
- d) Finished work registered and dispatched.
- e) Binding materials requisitioned.
- f) Other official work as assigned performed.

PERSON SPECIFICATIONS

- i. Should have a Uganda Certificate of Education with at least two (2) principal passes.
- ii. Should have Binder Grade I (with Trade Test Certificate Grade I).

GENERIC ACADEMIC POSITIONS

TEACHING AND RESEARCH POSITIONS

JOB TITLE DEAN OF FACULTY/ SCHOOL

Responsible to: Academic Registrar
Senate

Responsible for: Associate Dean
Heads of Department

PURPOSE OF THE JOB

- To manage and provide technical guidance and leadership to staff in academic, administrative and support functions of the Faculty/ School.

DUTIES AND RESPONSIBILITIES

1. Provides professional stewardship to all academic staff and programs of the Faculty/ School.
2. Oversees the administrative and support functions of the Faculty/ School including planning, budgeting, budget implementation and policy oversight.
3. Supervises academic staff for the effective and timely realization of the teaching curriculum as specified in the Faculty/ School academic schedule/ timetable.
4. Initiates linkages between the Faculty/ School and external academic institutions of higher learning within and outside Uganda to enhance collaboration and cooperation in the promotion of knowledge.
5. Coordinates and supervises research programs, in liaison with the Directorate of Under-graduate, Post-graduate and other qualified studies offered by the Faculty/ School or affiliated institutions.
6. Resources for funds for academic and other programs necessary for the effective operation of the Faculty/ School.
7. Participates in the recruitment, selection, promotion and disciplining of academic and non-academic staff of the Faculty/ School in accordance with the law and University policy and standards.

8. Assesses training needs of staff within the Faculty/ School and recommending appropriate action for follow-up.
9. Manages the performance of staff with appropriate recommendations.
10. Directs the proper and efficient management of Faculty/ School academic and administrative records.
11. Directs the management, including inventory, utilization and maintenance, of all physical assets allocated, acquired or disposed of by the Faculty/ School and the disbursement and accountability for fiscal resources.
12. Participates in or chairs Committees or Sub-committees of the University as stipulated by law, Council or Senate resolutions.

KEY OUTPUTS

- a) Academic staff and programs of the Faculty/ School guided.
- b) Academic staff supervised.
- c) Administrative and support functions managed.
- d) Linkages with other external academic institutions of higher learning established, maintained and enhanced.
- e) Academic staff supervised.
- f) Research programs coordinated and supervised.
- g) Annual Faculty/ School plans and budget prepared and resources acquired.
- h) Support for recruitment, selection, promotion and discipline of academic and non-academic staff for the Faculty/ School provided.
- i) Training needs of staff established and appropriate action taken.
- j) Staff appraised and guided.
- k) Academic and administrative records managed.
- l) Up-to-date inventory of assets and equipment maintained.
- m) Physical and fiscal resources of the Faculty/ School managed.
- n) Committees or Sub-committees attended or chaired.

PERSON SPECIFICATIONS

- i. Should have an earned PhD degree in a relevant academic discipline.

OR

Masters degree in Clinical Sciences.

- ii. Should be an academic staff at the level of Senior Lecturer and above.
- iii. Should have proven ability of leadership and administration acquired from a recognized institution of higher learning. This position is elective.

JOB TITLE : PROFESSOR
Salary Scale : M3
Responsible to : Head of department
Responsible for : Lower level Academic Staff in the relevant discipline.

PURPOSE OF THE JOB

- To provide academic leadership and knowledge in the relevant discipline and lead the development and implementation of research and publications.

DUTIES AND RESPONSIBILITIES

1. Provides academic leadership, guidance and mentorship in the department.
2. Prepares and delivers lectures to students.
3. Conducts seminars and tutorials.
4. Advises students on their academic performance.
5. Participates in curriculum development and review.
6. Supervises student projects, field trips and placements where required.
7. Sets, marks and assesses course work and examinations and provides timely feedback to students.
8. Prepares and submits proposals and applications to external bodies for funding and accreditation purposes.
9. Conducts research and produces scholarly publications
10. Promotes quality assurance in all spheres of service delivery.
11. Initiates and participates in outreach services for the development of the community
12. Gives an inaugural lecture in the relevant discipline.

KEY OUTPUTS

- a) Academic leadership and guidance provided.
- b) Lectures prepared and delivered.
- c) Seminars and tutorials conducted.
- d) Students guided and advised on their performance.
- e) Student projects, field trips and placements supervised.

- f) Coursework and examinations set and marked and timely feedback given.
- g) Proposals and applications for funding and accreditation developed.
- h) Research undertaken and scholarly publications produced.
- i) Quality assurance in service delivery promoted.
- j) Community outreach programs undertaken.

PERSON SPECIFICATIONS

- i. Should have an earned PhD in the relevant discipline from a recognized academic institution of higher learning

OR

Masters degree in Clinical Sciences.

- ii. Should have demonstrated outstanding professional ability or exceptional academic capability in accordance with the Universities promotions policy for academic Staff.
- iii. Should have a good track record of relevant teaching, research, publication and service to the public of not less than seven (7) years.
- iv. Should have the ability to provide academic leadership.
- v. Should have five (5) new publications since promotion to track of Associate Professor.
- vi. Should have supervised at least five (5) graduate students to completion.

JOB TITLE : ASSOCIATE PROFESSOR
Salary Scale : M4
Responsible to : Head of department
Responsible for : Lower level Academic Staff in the relevant discipline

PURPOSE OF THE JOB

- To provide academic leadership and knowledge in the relevant discipline and lead the development and implementation of research and publications.

DUTIES AND RESPONSIBILITIES

1. Prepares and delivers lectures to undergraduate and postgraduate students.
2. Conducts research and disseminates research findings.
3. Promotes knowledge transfer of his/her subject through original work.
4. Guides and supervises students doing research.
5. Conducts seminars
6. Sets and marks tests, examinations and course work
7. Guides and advises students on their performance.

KEY OUTPUTS

- a) Lectures prepared and delivered.
- b) Research conducted and research findings disseminated.
- c) Knowledge of his/her subject promoted through original work.
- d) Students doing research supervised.
- e) Seminars conducted.
- f) Tests, examinations and course work set, scripts marked and graded.
- g) Students guided and advised on their performance.

PERSON SPECIFICATIONS

- i. Should have an earned PhD in the relevant discipline from a recognized institution of higher learning

OR

Masters degree in Clinical Sciences.

- ii. Should have conducted research as a Senior Lecturer in the relevant discipline, published and had at least Seven (7) years of teaching in a recognized institution of higher learning.
- iii. Should have demonstrated academic excellence and had Three (3) new publications in area of specialization since promotion to the rank of Senior Lecturer.
- iv. Should have supervised at least three (3) graduate students to completion since last promotion.
- v. Should have a good track record of service to the public.

JOB TITLE : SENIOR LECTURER
Salary Scale : M5
Responsible to : Head of department
Responsible for : Lower level Academic Staff in the relevant discipline

PURPOSE OF JOB

- To teach, supervise students and conduct research and publish.

DUTIES AND RESPONSIBILITIES

1. Prepares well-researched lectures and delivers them to undergraduate and post-graduate students.
2. Sets tests, examinations and course work.
3. Administers and invigilates tests and examinations.
4. Marks tests, course work and examinations scripts, compiles and grades examination results.
5. Guides and advises students on their academic performance.
6. Conducts research and disseminates research findings through conferences, seminars and publications.
7. Supervises undergraduate and post graduate students undertaking research projects.
8. Conducts seminars and tutorials.
9. Carries out official administrative duties in the department as directed by the Head of Department.
10. Contributes to the University and wider society through community service.

KEY OUTPUTS

- a) Well researched lectures delivered.
- b) Tests, examinations and course work set.
- c) Tests and examinations administered and invigilated.
- d) Tests, course work and examination scripts marked and examinations results compiled and graded.
- e) Research undertaken and findings disseminated.

- f) Students guided and advised on their performance.
- g) Students undertaking research supervised.
- h) Seminars and tutorials conducted.
- i) Official assignments by Head of Department done.
- j) Community outreach service done.

PERSON SPECIFICATIONS

- i. Should have an earned PhD

OR

Masters degree in Clinical Sciences.

- ii. Should have proven academic ability in research, publication and teaching.
- iii. Should be computer literate.
- iv. Should have a minimum of five (5) years of teaching experience at a recognized academic institution of higher learning, three (3) of which should have been at Lecturer level.
- v. Should have at least three (3) scholarly publications in the area of specialization.
- vi. Should have supervised at least three (3) graduate students to completion.
- vii. Should have a good track record of service to the public.

JOB TITLE : LECTURER
Salary Scale : M6.1
Responsible to : Senior Lecturer
Responsible for : Lower level Academic Staff

PURPOSE OF THE JOB

- To conduct high quality research and teach undergraduate, postgraduate and research students as appropriate.

DUTIES AND RESPONSIBILITIES

1. Prepares lectures and delivers them to undergraduate and post-graduate students.
2. Sets tests, examinations and course work.
3. Administers and invigilates tests and examinations.
4. Marks tests, course work and examinations scripts, compiles and grades examination results.
5. Guides and advises students on their academic performance.
6. Attends to students non-academic challenges and refers those that need further counseling and guidance.
7. Conducts research and disseminates research findings through conferences, seminars and publications.
8. Supervises undergraduate and post graduate students undertaking research projects.
9. Conducts seminars and tutorials.
10. Carries out official administrative duties in the department as directed by the Head of Department.
11. Contributes to the University and wider society through community service.

KEY OUTPUTS

- a) Lectures delivered.
- b) Tests, examinations and course work set.
- c) Tests and examinations administered and invigilated.
- d) Tests, course work and examination scripts marked and examinations results compiled and graded.
- e) Research undertaken and findings disseminated.
- f) Students guided and advised on their performance.
- g) Student non-academic challenges attended to or referred.
- h) Students undertaking research supervised.
- i) Seminars and tutorials conducted.
- j) Official assignments by Head of Department done.
- k) Community outreach service done.

PERSON SPECIFICATIONS

- i. Should have an earned PhD or Masters degree on PhD track

OR

Master's degree in Clinical Sciences.

- ii. Should have excellent interpersonal and effective communication skills.
- iii. Should have proven ability to conduct scholarly research.
- iv. Should be computer literate.
- v. Should have the ability to work in a team and network with the like-minded.
- vi. Should have at least two (2) years teaching experience at the level of Assistant Lecturer gained from a recognized institution of higher learning.
- vii. Should have a good track record of service to the public.

JOB TITLE : ASSISTANT LECTURER

Salary Scale : M6.2

Responsible to : Senior Lecturer

Responsible for : N/A

PURPOSE OF THE JOB

- To assist the design, development and production of learning material and teaching.

DUTIES AND RESPONSIBILITIES

1. Assists to prepare lecture material and conducts lectures to undergraduate students under the guidance of a Lecturer.
2. Assists in setting tests, examinations and coursework.
3. Assists in marking tests and examinations scripts and compiling examinations results.
4. Assists in administering and invigilating tests, examinations and coursework.
5. Assists in supervising student projects under guidance and supervision of a Lecturer.
6. Assists in mentoring junior staff in academic growth and research.
7. Carries out official administrative duties that may be assigned by the Head of Department.

KEY OUTPUTS

- a) Lectures prepared and delivered under guidance.
- b) Tests, examinations and coursework set under guidance.
- c) Tests and examinations scripts marked and examinations results compiled under guidance.
- d) Tests, examinations and coursework administered or invigilated under guidance.
- e) Students' projects supervised under guidance.
- f) Junior Academic Staff mentored.
- g) Official assignments by Head of Department done.

PERSON SPECIFICATIONS

- i. Should have a Masters degree in the relevant discipline.

OR

A first degree in a clinical discipline and having registered and successfully passed all the first-year courses in a relevant Masters degree program.

- ii. Should have a high level of academic potential to pursue higher degrees.
- iii. Should have good interpersonal and effective communication skills.
- iv. Should be computer literate.
- v. Should have a good track record of service to the public.

JOB TITLE : TEACHING ASSISTANT
Salary Scale : M7
Responsible to : Senior Lecturer and Lecturers
Responsible for : N/A

PURPOSE OF THE JOB

- To undertake a range of duties associated with the teaching of students and other academic and administrative functions for staff development.

DUTIES AND RESPONSIBILITIES

1. Conduct tutorials for undergraduate students under the supervision.
2. Undertaking research under guidance of senior Academic Staff.
3. Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
4. Performs other official duties as assigned by the Supervisor.

KEY OUTPUTS

- a) Tutorials conducted under supervision.
- b) Research undertaken.
- c) Assistance in the supervision of student practical work and advising them on skills, methods and techniques provided under supervision.

PERSON SPECIFICATIONS

- i. Should have a first degree preferably first-class degree or an Upper Second degree from a recognized institution of higher learning.
- ii. Should have good interpersonal and presentation skills.
- iii. Should have the ability to work under minimal supervision and as part of a team.
- iv. Should be computer literate.

TECHNICIAN AND LABORATORY POSITIONS

JOB TITLE : PRINCIPAL TECHNICIAN
Salary Scale : M10
Responsible to : Head of Department
Responsible for : Any lower level scientific technician staff where deployed

PURPOSE OF THE JOB

- To manage the Department laboratory for the teaching of students and support of scientific diagnosis, analyses and research.

DUTIES AND RESPONSIBILITIES

1. Proposes budgets for acquisition of laboratory requirements including specifications for laboratory equipment, small apparatus, reagents and chemicals and laboratory consumables.
2. Organizes, coordinates and assigns tasks to laboratory staff for scientific laboratory assignments as appropriate.
3. Coordinates the instruction and supervision of students in the conduct of laboratory experiments including analysis and testing procedures for specimen or material as advised.
4. Designs and enforces on approval the protocols for setting up of departmental laboratories, including equipment, tissue or specimen preparation and arrangement of appropriate chemicals and reagents, for the conduct of teaching and research activities.
5. Coordinates the enforcement of standards for laboratory quality control and safety including the design of appropriate Standard Operating Procedures (SOPs).
6. Initiates repairs on malfunctioning equipment or supervises and documents its preventative maintenance.
7. Validates authenticity of laboratory supplies including calibration of equipment.
8. Oversees the cleaning of laboratories and safe disposal of laboratory waste.

9. Manages the inventory of laboratory chemicals, equipment and other related supplies.
10. Oversees the supervision and continuous development of lower level laboratory staff.
11. Liaises with the Procurement and Disposal Unit, regulatory agencies and suppliers to assure quality of laboratory supplies.
12. Monitors, advises and reports on laboratory operations in the Department.

KEY OUTPUTS

- a) Budgets for acquisition of laboratory requirements proposed.
- b) Scientific laboratory staff organized, coordinated and assigned tasks.
- c) Instruction and supervision of students coordinated and testing procedures managed.
- d) Protocols for setting up of laboratories and preparation for laboratory activities designed and enforced.
- e) Enforcement of standards for laboratory quality control and safety coordinated.
- f) Repair of malfunctioning equipment initiated or preventative maintenance measures supervised and documented.
- g) Authenticity and functionality of laboratory supplies validated.
- h) Cleaning of laboratories and safe disposal of laboratory waste managed.
- i) Inventory of laboratory resources managed.
- j) Supervision and continuous development of lower level laboratory staff managed.
- k) Liaises with the Procurement and Disposal Unit, regulatory agencies and suppliers to assure quality of laboratory supplies.
- l) Monitors, advises and reports on laboratory operations in the Department.

PERSON SPECIFICATIONS

- i. Should have a Diploma in Laboratory Science or Practice.
- ii. Should possess an experience of at least five (5) years' experience of laboratory practice in a reputable institution.

- iii. Should have good supervisory, interpersonal relationship and training skills.
- iv. Should have integrity and be dependable.
- v. Should have good report writing skills.
- vi. Should be registered with a professional organization where required.

JOB TITLE : SENIOR TECHNICIAN
Salary Scale : M10
Responsible to : Supervisor of Academic Unit where deployed
Responsible for : Any lower level technician staff where deployed

PURPOSE OF THE JOB

- To conduct or support scientific analysis and investigations in the laboratory for teaching or research.

DUTIES AND RESPONSIBILITIES

1. Conducts or supports students and academic staff carrying out more complicated laboratory experiments on specimen or material using appropriate methods and procedures.
2. Records and interprets test results arising out of laboratory analyses and investigations.
3. Prepares samples and specimen for the conduct of laboratory analysis and investigations.
4. Implements laboratory standard operating procedures and safety and quality control standards.
5. Conducts preventative maintenance of laboratory equipment.
6. Supervises the setting up of the laboratory and appropriate chemicals, reagents and equipment for teaching, investigation or research.
7. Instructs students and academic staff on laboratory procedure and proper and safe use of chemicals, reagents and laboratory equipment.
8. Supervises the cleaning of laboratories and safe disposal of laboratory waste.
9. Manages the stock control and safe custody of chemicals and equipment.
10. Sets up, calibrates and operates standard laboratory equipment.
11. Supervises and develops lower level laboratory staff.

KEY OUTPUTS

- a) More complicated laboratory experiments conducted or supported.
- b) Laboratory analyses and investigations recorded and results interpreted.

- c) Samples and specimen for laboratory analyses and investigations prepared.
- d) Laboratory standard operating procedures and safety and quality control standards implemented.
- e) Preventative maintenance of laboratory equipment undertaken.
- f) Setting up of the laboratory for teaching, investigation or research supervised.
- g) Laboratory procedure and safety communicated.
- h) Cleaning of laboratories and safe disposal of laboratory waste supervised.
- i) Stock control and safe custody of chemicals and equipment managed.
- j) Standard laboratory equipment set up, calibrated and operated.
- k) Lower level laboratory staff supervised and developed.

PERSON SPECIFICATIONS

- i. Should have a Diploma in Laboratory Science or Practice.
- ii. Should possess an experience of at least three (3) years' experience of laboratory practice in a reputable institution.
- iii. Should have good interpersonal relationship and training skills.
- iv. Should have integrity and be dependable.
- v. Should have good report writing skills.
- vi. Should be registered with a professional organization where required.

JOB TITLE : TECHNICIAN
Salary Scale : M12
Responsible to : Supervisor of Academic Unit where deployed
Responsible for : N/A

PURPOSE OF THE JOB

- To conduct or support scientific analysis and investigations in the laboratory for teaching or research.

DUTIES AND RESPONSIBILITIES

1. Conducts or supports students and academic staff carrying out laboratory experiments on specimen or material using appropriate methods and procedures.
2. Records and interprets test results arising out of laboratory analyses and investigations.
3. Prepares samples and specimen for the conduct of laboratory analysis and investigations.
4. Implements laboratory standard operating procedures and safety and quality control standards.
5. Undertakes preventative maintenance of laboratory equipment undertaken.
6. Sets up laboratory and appropriate chemicals, reagents and equipment for teaching, investigation or research.
7. Instructs students and academic staff on laboratory procedure and proper and safe use of chemicals, reagents and laboratory equipment.
8. Sets up, calibrates and operates standard laboratory equipment.

KEY OUTPUTS

- a) Laboratory experiments conducted or supported.
- b) Laboratory analyses and investigations recorded and results interpreted.
- c) Samples and specimen for laboratory analyses and investigations prepared.
- d) Laboratory standard operating procedures and safety and quality control standards implemented.

- e) Preventative maintenance of laboratory equipment undertaken.
- f) Laboratory set up for teaching, investigation or research.
- g) Laboratory procedure and safety communicated.
- h) Standard laboratory equipment set up, calibrated and operated.

PERSON SPECIFICATIONS

- i. Should have a Diploma in Laboratory Science or Practice.
- ii. Should possess an experience of at least one (1) years' experience of laboratory practice in a reputable institution.
- iii. Should have good interpersonal relationship and training skills.
- iv. Should have integrity and be dependable.
- v. Should have good report writing skills.
- vi. Should be registered with a professional organization where required.

JOB TITLE : LABORATORY ASSISTANT
Salary Scale : M14
Responsible to : Supervisor of Academic Unit where deployed
Responsible for : N/A

PURPOSE OF THE JOB

- To assist the conduct of laboratory analyses and investigations.

DUTIES AND RESPONSIBILITIES

1. Simple laboratory experiments conducted or supported.
2. Records and interprets test results arising out of simple laboratory analyses and investigations.
3. Assists in preparing samples and specimen for the conduct of laboratory analysis and investigations.
4. Implements laboratory standard operating procedures and safety and quality control standards.
5. Undertakes simple preventative maintenance of laboratory equipment undertaken.
6. Laboratory set up for teaching, investigation or research.
7. Assists in instructing students and academic staff on laboratory procedure and proper and safe use of chemicals, reagents and laboratory equipment.
8. Sets up, calibrates and operates standard laboratory equipment.
9. Maintains work area for the conduct of laboratory analyses and investigations.

KEY OUTPUTS

- a) Conducts or supports students and academic staff carrying out simple laboratory experiments on specimen or material using appropriate methods and procedures.
- b) Simple laboratory analyses and investigations recorded and results interpreted.
- c) Preparation of samples and specimen supported.
- d) Laboratory standard operating procedures and safety and quality control standards implemented.

- e) Simple preventative maintenance of laboratory equipment undertaken.
- f) Sets up laboratory and appropriate chemicals, reagents and equipment for routine teaching, investigation or research.
- g) Communication on laboratory procedure and safety supported.
- h) Standard laboratory equipment set up, calibrated and operated.
- i) Laboratory work areas maintained.

PERSON SPECIFICATIONS

- i. Should have at least a Certificate in Laboratory Science or Practice.
- ii. Should possess an experience of at least one (1) years' experience of laboratory practice in a reputable institution.
- iii. Should have good interpersonal relationship skills.
- iv. Should have integrity and be dependable.
- v. Should be registered with a professional organization where required.

GENERIC COMMON CADRE ADMINISTRATIVE AND SUPPORT POSITIONS

ADMINISTRATIVE STAFF POSITIONS

JOB TITLE : SENIOR EXECUTIVE SECRETARY
Salary Scale : M6
Responsible to : Supervisor where deployed
Responsible for : Support Staff of Office where deployed

PURPOSE OF THE JOB

- To provide secretarial, hospitality and office administrative services.

DUTIES AND RESPONSIBILITIES

1. Takes dictation, transcribes it and types drafts.
2. Prepares reports, presentations and minutes.
3. Identifies and requisitions for office requirements.
4. Operates and manages office facilities, equipment and machines.
5. Prepares responses to routine correspondence and disseminates information from the Office appropriately as instructed by Supervisor.
6. Maintains security of office assets.
7. Manages office records including their filing, security and retrieval.
8. Draws up and monitors programs, activities and appointments of the Office.
9. Receives and attends to Visitors/ Clients.
10. Supervises and appraises performance of lower secretarial and support staff.
11. Receives or dispatches mail and correspondence from the Office.
12. Requisitions for, manages and accounts for office imprest.
13. Manages record of contacts.
14. Schedules meetings and appointments.

KEY OUTPUTS

- a) Appointments, meetings and other events scheduled, organized and managed.
- b) Dictation taken, transcribed and drafts typed.
- c) Reports, presentations and minutes prepared.
- d) Office requirements identified and requisitioned.
- e) Office facilities, equipment and machines operated and managed.
- f) Routine responses to correspondence prepared and information from Office disseminated appropriately.
- g) Security of office assets maintained.
- h) Office records managed.
- i) Programs, activities and appointments of the Office drawn up and monitored.
- j) Visitors/ Clients attended to.
- k) Lower secretarial and support staff supervised and appraised.
- l) Mail and correspondence received or dispatched.
- m) Office imprest requisitioned, managed and accounted for.
- n) Record of contacts managed.
- o) Meetings and appointments scheduled.

PERSON SPECIFICATIONS

- i. Should have a degree in Social Sciences plus a Diploma in Secretarial Studies from the Uganda National Examinations Board or equivalent qualifications from a recognized Institution;

OR

A degree in Secretarial Studies or equivalent qualifications from a recognized Institution.

- ii. Should have at least five (5) years of experience in secretarial duties from a reputable organization.
- iii. Should have well developed organizational and communication skills.
- iv. Should have people skills.

- v. Should be computer literate with relevant skills in the application of relevant Information Technology packages including Word-processing, Spreadsheets, Power Point.

JOB TITLE : EXECUTIVE SECRETARY
Salary Scale : M7
Responsible to : Supervisor where deployed
Responsible for : Support Staff of Office where deployed

PURPOSE OF THE JOB

- To provide secretarial, hospitality and office administrative services.

DUTIES AND RESPONSIBILITIES

1. Receives and disseminates correspondence, mail and other information for the office.
2. Receives and guides visitors to relevant offices.
3. Attends to telephone calls and provides appropriate responses or directs the callers to the relevant recipients.
4. Requisitions for and manages office stationery, equipment and imprest.
5. Types official work of the office.
6. Receives and files correspondence to the office and routes personal mail to the rightful recipient.
7. Supervises and appraises Support Staff deployed to the Office.
8. Organizes travel arrangements for staff of the office as instructed.
9. Maintains the Office diary of meetings, events or appointments.

KEY OUTPUTS

- a) Correspondence, mail and other information received and disseminated.
- b) Visitors received and guided to relevant offices.
- c) Telephone calls attended to or routed to the relevant recipients.
- d) Stationary, office equipment and imprest requisitioned and managed.
- e) Office work typed.
- f) Correspondence received, filed and personal mail routed appropriately.
- g) Support staff supervised and appraised.
- h) Travel arrangements of the office organized.
- i) Office diary managed.

PERSON SPECIFICATIONS

- i. Should have either a degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized Institution;
- ii. A Certificate in Computer applications: Windows, Ms-Word, Ms-Excel, Ms-Access, Ms-PowerPoint and Internet.
- iii. Should have at least three (3) years of secretarial experience gained from a reputable institution.
- iv. Should be able to demonstrate a high ability to observe confidentiality.
- v. Should have well developed communication skills.
- vi. Should be highly organized and able to work with limited supervision.
- vii. Should be flexible and readily adaptable.
- viii. Should be able to multitask.
- ix. Should have good interpersonal relationship skills.

JOB TITLE : STENOGRAPHER SECRETARY
Salary Scale : M10
Responsible to : Supervisor where deployed
Responsible for : Support Staff of Office where deployed

PURPOSE OF THE JOB

- To provide secretarial, reception and office administrative services.

DUTIES AND RESPONSIBILITIES

1. Receives and disseminates correspondence, mail and other information for the office.
2. Receives and guides visitors to relevant offices.
3. Attends to telephone calls and provides appropriate responses or directs the callers to the relevant recipients.
4. Requisitions for and manages office stationery, equipment and imprest.
5. Types official work of the office.
6. Receives and files correspondence to the office and routes personal mail to the rightful recipient.
7. Supervises and appraises Support Staff deployed to the Office.
8. Organizes travel arrangements for staff of the office as instructed.
9. Maintains the Office diary of meetings, events or appointments.

KEY OUTPUTS

- a) Correspondence, mail and other information received and disseminated.
- b) Visitors received and guided to relevant offices.
- c) Telephone calls attended to or routed to the relevant recipients.
- d) Stationary, office equipment and imprest requisitioned and managed.
- e) Office work typed.
- f) Correspondence received, filed and personal mail routed appropriately.
- g) Support staff supervised and appraised.
- h) Travel arrangements of the office organized.
- i) Office diary managed.

PERSON SPECIFICATIONS

- i. Should have UNEB Diploma in Secretarial Studies or equivalent qualifications from a recognized institution; and
- ii. A Certificate in Computer applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized institution; and
- iii. Should have at least one (1) year of secretarial experience gained from a reputable institution.
- iv. Should have organizational skills.
- v. Should have good communication and interpersonal relationship skills.

JOB TITLE : POOL STENOGRAPHER
Salary Scale : M12
Responsible to : Supervisor where deployed
Responsible for : Support Staff of Office where deployed

PURPOSE OF THE JOB

- To provide secretarial, reception and routine office administrative services.

DUTIES AND RESPONSIBILITIES

1. Handles all secretarial work as assigned.
2. Receives, files and retrieves and maintains safe custody of all official documents of the Office.
3. Requisitions and manages office equipment, stationery and other supplies.
4. Supervises the cleaning and ordering of the office.
5. Dispatches out-going correspondences of the office.
6. Attends to all visitors to the office.
7. Attends to all telephone calls to the office.
8. Updates and maintains the diary of the office.
9. Performs any other official duties assigned by the immediate supervisor.

KEY OUTPUTS

- a) Assigned work typed.
- b) Official documents received, filed or retrieved as necessary and maintains safely kept.
- c) Office equipment, stationery and other supplies requisitioned and managed.
- d) Cleaning and ordering of the office supervised.
- e) Out-going correspondences dispatched.
- f) Visitors attended to.
- g) Telephone calls handled.
- h) Office diary managed.
- i) Other assigned official duties done.

PERSON SPECIFICATIONS

- i. Should have UNEB Diploma in Secretarial Studies or equivalent qualifications from a recognized institution.
- ii. Should have at least six (6) months working experience in a secretarial position
- iii. Should have good communication skills.
- iv. Should be able to observe confidentiality.
- v. Should be courteous and have good interpersonal relationship skills.
- vi. Should be computer literate with relevant skills in the application of relevant Information Technology packages including Word-processing, Spreadsheets, Power Point.

JOB TITLE : DATABASE ADMINISTRATOR
Salary Scale : M6
Responsible to : Supervisor to Office where deployed
Responsible for : Any lower level IT staff where deployed

PURPOSE OF THE JOB

- To administer the performance, integrity and security of the database.

DUTIES AND RESPONSIBILITIES

1. Identifies database requirements by the academic or administrative organizational units including analyzing existing applications, programs, operations and designing appropriate systems designs.
2. Analyses and makes relevant proposals for database set up and operation including physical infrastructure, functional capabilities, security protocols (access permissions and privileges), data back-up, and recovery specifications.
3. Installs, tests or coordinates installation of new database systems.
4. Monitors routine database performance and advises on remedial measures in the event of under-performance.
5. Trains users of the database in its operation, routine management and maintenance.
6. Provides information or technical support in instances of database malfunctions.
7. Undertakes regular troubleshooting of database performance and proposes innovations for improvement.
8. Writes database documentation, including data standards, procedures and definitions for the data dictionary (metadata).
- 9.

KEY OUTPUTS

- a) Support for initiation, approval and promotion of appropriate policies, plans, standards and programs for the conduct and enhancement of research and publications provided.

- b) Support for development, review and implementation of a framework for viable, sustainable and relevant research and publication provided.
- c) University research and publications budgets compiled.
- d) Applications for research grants and aid for publication verified and advice on their University policies and guidelines tendered.
- e) Support for acquisition of research grants and grants in aid for publications provided.
- f) Administration of grants supervised.
- g) Support for the acquisition and sustenance of cooperation and networks relating to the conduct of research and publications provided.
- h) Support for the development of research programs provided.
- i) Monitoring of quality in implementation of research programs and publications done and reports on deviance and challenges tendered.
- j) Reports on progress, outcome and impact of research and publications programs compiled and submitted.

PERSON SPECIFICATIONS

- i. Should have a degree in either Computer Science, Information Technology, Computer Systems Engineering or Computer Mathematics from a recognized institution

OR

Should have Higher Diploma in either Computer Science, Information Technology or Computer Systems Engineering from a recognized institution.

- ii. Being a certified IT professional with a Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database Administrator (ICDA) or Oracle Database Certification (ODC) is an added advantage.
- iii. Should possess an experience of not less than three (3) years in operating in an IT environment, one (1) of which should have been in database management.
- iv. Should have good interpersonal relationship skills.

- v. Should have good training skills.
- vi. Should be able to work well as part of a multi-disciplinary Team.
- vii. Should be familiar with the main data manipulation languages and the principles of database design.

JOB TITLE : ASSISTANT ADMINISTRATIVE OFFICER
Salary Scale : M7
Responsible to : Supervisor where deployed
Responsible for : Lower Level Administrative & Support Staff

PURPOSE OF THE JOB

- To support the supervision of provision of shared administrative support services to the University.

DUTIES AND RESPONSIBILITIES

1. Supervises the delivery of common user goods and services.
2. Coordinates mail, postage and courier services.
3. Oversees the management of guests where deployed.
4. Assists in the Unit where deployed in organizing events and ceremonies of a non-academic nature.
5. Compiles data and information for administrative decision making or speech preparation.
6. Follows up and reports on status of implementation of administrative decisions taken by either Management or Council.
7. Assists in assembling relevant administrative data or information as requested.
8. Supervises lower level administrative and support staff.

KEY OUTPUTS

- a) Delivery of common user goods and services supervised.
- b) Mail, postage and courier services coordinated.
- c) Guest reception and schedules managed.
- d) Assistance for organization of non-academic events and ceremonies provided.
- e) Data and information for administrative decision making or preparation of speeches compiled.
- f) Status of implementing actionable administrative decisions tracked and reported.
- g) Lower level administrative and support staff supervised.

PERSON SPECIFICATIONS

- i. Should have a degree in either Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or Business Studies (Management option) or a related field from a recognized institution.
- ii. This is a graduate entry level position that does not require prior experience. Any relevant experience however constitutes an added advantage.
- iii. Should have people skills.
- iv. Should be computer literate.

JOB TITLE : RECEPTIONIST/ FRONT DESK OFFICER
Salary Scale : M12
Responsible to : Supervisor where deployed
Responsible for : N/A

PURPOSE OF THE JOB

To attend to visitors and provide relevant basic information on inquiries and direction to the general public and clients of the University.

DUTIES AND RESPONSIBILITIES

1. Receives and guides visitors to the appropriate offices.
2. Receives telephone calls and provides required information or redirects the call to the relevant office.
3. Maintains records and files in their care as directed by the Supervisor.
4. Receives, signs for and routes correspondences, mail, parcels and other information to the appropriate office.
5. Issues or displays any print information that is left at the front desk for dissemination.
6. Answers questions, address complaints and give suitable information to Clients.
7. Keeps front desk tidy and presentable with all necessary material like pens, forms and paper.
8. Takes messages and gives feedback.

KEY OUTPUTS

- a) Visitors received and guided to relevant offices.
- b) Telephone calls received, routed or required information given.
- c) Records and files maintained.
- d) Correspondences, mails and other information received and routed.
- e) Information for dissemination issued or displayed.
- f) Queries addressed with suitable information.
- g) Front desk kept tidy and presentable.

h) Messages taken and feedback given.

PERSON SPECIFICATIONS

- i. Must have obtained Uganda Advanced Certificate of Education or its equivalent.
- ii. Should have at least a Certificate in Front Desk Management, Hospitality Management, Secretarial Studies or equivalent qualification from a recognized awarding institution
- iii. Must have at least two (2) years' experience in a similar position in a busy organization
- iv. Familiarity with the use office machines fax, printer
- v. Thorough knowledge of customer service and office management procedures
- vi. Proficient in English both oral and written
- vii. Excellent knowledge of MS Office especially Excel and Word
- viii. Strong communication and people skills
- ix. Good organizational and multi-tasking abilities
- x. Good problem-solving skills

SUPPORT STAFF POSITIONS

JOB TITLE : ELECTRICIAN
Salary Scale : M14
Responsible to : Principal Technician/ Electrical and Electronics
Responsible for : N/A

PURPOSE OF THE JOB

- To carry out routine installation and maintenance of electrical equipment and fixtures.

DUTIES AND RESPONSIBILITIES

1. Implements routine electrical installations in accordance with planned schematic layout and specifications.
2. Conducts routine and preventive maintenance of electrical fittings.
3. Monitors electricity supply and distribution and ensures the availability and balanced load at all times.
4. Diagnoses malfunctioning electrical systems, equipment and components to identify and rectify problems.
5. Carries out routine inspection of electrical systems, equipment and components to establish compliance with established safety standards and regulations.
6. Prepares preliminary sketches and cost estimates for routine electrical works.
7. Supports the upgrade or refurbishment of University electrical systems.
8. Maintains safe custody of allocated work tools.
9. Reports complicated electrical problems to the Supervisor for necessary action.

KEY OUTPUTS

- a) Routine electrical installations implemented.
- b) Routine and preventive maintenance of electrical fittings done.
- c) Electricity supply, load and distribution monitored and managed.

- d) Malfunctioning electrical systems, equipment and components diagnosed and problems rectified.
- e) Routine inspection of electrical facilities for compliance with established standards done.
- f) Preliminary sketches and cost estimates for routine electrical works prepared.
- g) Upgrade or refurbishment of electrical systems supported.
- h) Allocated work safely kept.
- i) Complicated electrical problems reported.

PERSON SPECIFICATIONS

- i. Should have Uganda Certificate of Education or equivalent qualification with at least two (2) passes in science subjects and Craftsman Certificate Part II and I
OR
An Artisans Trade Test Certificate in Electrical practice

JOB TITLE : DRIVER
Salary Scale : M15
Responsible to : Supervisor where deployed
Responsible for : N/A

PURPOSE OF THE JOB

- To drive safely and maintain or facilitate maintenance of the office vehicle.

DUTIES AND RESPONSIBILITIES

1. Drives the vehicle as authorized.
2. Undertakes routine checks on the vehicle's mechanical, safety and other status and informs Supervisor accordingly.
3. Liaises with Supervisor for fuel requisitions.
4. Maintains cleanliness of the vehicle.
5. Reports any vehicle faults and status after repairs.
6. Reports any accident incidents cases to the Supervisor and other relevant authorities.
7. Administers first aid where necessary.
8. Undertakes any other official duties that may be assigned in the office.

KEY OUTPUTS

- a) Vehicle driven as authorized.
- b) Vehicle mechanical, safety and other status checked and Supervisor advised.
- c) Fuel requisitioned.
- d) Vehicle cleaned.
- e) Vehicle faults and after repairs status reported.
- f) Accident incidents cases reported.
- g) First aid administered.
9. Other official duties as may be assigned performed.

PERSON SPECIFICATIONS

- a) Should have a Uganda Certificate of Education (UCE) or equivalent qualification with credits in English Language and Mathematics.
- b) Must have a valid driving license of an appropriate class with a clean driving track record.
- c) Should have a continuous driving experience of at least 5 years.

JOB TITLE : OFFICE ASSISTANT
Salary Scale : M15
Responsible to : Supervisor where deployed
Responsible for : N/A

PURPOSE OF THE JOB

- To clean and assist in undertaking other routine office errands as instructed.

DUTIES AND RESPONSIBILITIES

1. Cleans offices and organizes the office.
2. Collects and distributes office items, documents, mail and parcels as instructed.
3. Prepares and serves foods or beverages to staff or guests.
4. Operates simple office equipment like photocopier, binder, vacuum cleaner and shredders as instructed.
5. Cleans utensils, sundries, cutlery and cooking equipment after use.
6. Undertakes any other official errands outside the office as instructed by the Supervisor.

KEY OUTPUTS

- a) Office cleaned and organised.
- b) Office items, documents, mail and parcels collected and distributed.
- c) Food or beverages prepared and served.

- d) Utensils, sundries, cutlery and cooking equipment cleaned.
- e) Official errands outside the office done.

PERSON SPECIFICATIONS

- i. Should have a Uganda Certificate of Education (UCE) or equivalent qualification with credits in English Language and Mathematics.
- ii. Should have at least six (6) months working experience in a similar position.
- iii. Should organized, clean and neat.
- iv. Should be respectful and courteous.

JOB TITLE : PLUMBER
Salary Scale : M20
Responsible to : Principal Technician/ Civil
Responsible for : N/A

PURPOSE OF THE JOB

- To install, repair, maintain and regularly service water flow installations in the University.

DUTIES AND RESPONSIBILITIES

1. Installs water systems and sewer lines.
2. Repairs and maintains water installations and sewer lines.
3. Inspects and tests water installations and sewer lines to identify and rectify or report more complicated faults for appropriate action.
4. Undertakes scheduled preventive maintenance service on plumbing systems and fixtures and sewer lines.
5. Implements building codes in undertaking plumbing work.
6. Performs any other official duties as may be assigned by the Assistant Estates Officer/ Water.

KEY OUTPUTS

- a) Water systems and sewer lines installed.
- b) Water installations and sewer lines repaired and maintained.
- c) Water installations and sewer lines inspected, tested and appropriate action taken.
- d) Scheduled preventive maintenance of water installations and sewer lines done.
- e) Building codes implemented.
- f) Other official duties as assigned performed.

PERSON SPECIFICATIONS

- i. Should have Uganda Certificate of Education or equivalent qualification with at least two (2) passes in science subjects and Craftsman Certificate in Plumbing.

JOB TITLE : LABORATORY ATTENDANT
Salary Scale : M20
Responsible to : Supervisor where deployed
Responsible for : N/A

PURPOSE OF THE JOB

- To assist in routine laboratory tasks and cleaning.

DUTIES AND RESPONSIBILITIES

1. Collects and stores various samples and specimens for laboratory analysis or investigations as instructed.
2. Disposes of laboratory waste in accordance to established waste handling and disposal safety procedures.
3. Cleans and maintains laboratory, equipment and instruments; washes, cleans and sterilizes glassware and bacteriological supplies.
4. Retrieves or returns to the stores laboratory specimens, samples, chemicals, reagents and equipment as instructed.
5. Undertakes any other official routine laboratory work as assigned.

KEY OUTPUTS

- a) Samples and specimens collected and stored.

- b) Laboratory waste appropriately disposed.
- c) Laboratory and equipment and instruments cleaned and glassware and bacteriological supplies sterilized.
- d) Laboratory supplies retrieved from stores and returned.
- e) Other assigned official duties performed.

PERSON SPECIFICATIONS

- i. Should have Uganda Certificate of Education or equivalent qualification with at least two (2) passes in science subjects.
- ii. Should have good interpersonal relationship skills.

JOB TITLE : HEAD COOK
Salary Scale : M20
Responsible to : Domestic Bursar
Responsible for : Cooks

PURPOSE OF THE JOB

- To supervise the preparation of food, beverages and maintenance of a clean and hygienic catering environment.

DUTIES AND RESPONSIBILITIES

1. Supervises and participates in the preparation and serving of food and beverages.
2. Identifies and reports on food items, beverages, equipment and other catering requirements for purchase or repair.
3. Maintains hygiene and safety measures in the kitchen and dining hall.
4. Participates in the storage and preservation of food items and beverages.
5. Supervises and participates in cleaning of the kitchen, catering equipment, dining hall and other kitchen items.
6. Deploys, mentors, coaches and counsels catering staff.
7. Performs any other kitchen related assignments.

KEY OUTPUTS

- a) Preparation and serving of food and beverages supervised.
- b) Catering requirements for purchase or repair identified and reported.
- c) Catering hygiene and safety measures maintained.
- d) Food items and beverages stored and preserved.
- e) Cleaning of the kitchen, catering equipment, dining hall and other kitchen items supervised.
- f) Catering staff deployed, mentored, coached and counseled.
- g) Other kitchen related assignments performed.

PERSON SPECIFICATIONS

- i. Should have a Uganda Certificate of Education (UCE) or equivalent qualification with credits in English Language and Mathematics.
- ii. Should possess a Certificate in Catering or Hospitality Management.
- iii. Should have a working experience of at least 2 years in catering.

JOB TITLE : COOK
Salary Scale : U8
Responsible to : Domestic Bursar
Responsible for : Cooks

PURPOSE OF THE JOB

- To prepare food, beverages and maintain a clean and hygienic catering environment as instructed.

DUTIES AND RESPONSIBILITIES

1. Participates in the preparation of food and beverages.
2. Participates in the serving of food and beverages to students.
3. Maintains hygiene and safety measures in the kitchen and dining hall.
4. Stores and preserves food and beverages.
5. Cleans the kitchen, utensils, equipment, dining furniture and other catering items.
6. Performs any other official assignments related to the functions of kitchen.

KEY OUTPUTS

- a) Food and beverages prepared.
- b) Food and beverages served.
- c) Hygiene and safety measures maintained.

- d) Food and beverages stored and preserved.
- e) Kitchen, dining hall and catering and equipment cleaned.
- f) Other official duties as assigned undertaken.

PERSON SPECIFICATIONS

- i. Should have a Uganda Certificate of Education (UCE) or equivalent qualification with credits in English Language and Mathematics.
- ii. This is an entry level position that requires no prior experience. Any prior experience in catering however will constitute an added advantage.

JOB TITLE : CLEANER
Salary Scale : M15
Responsible to : Supervisor where deployed
Responsible for : N/A

PURPOSE OF THE JOB

- To clean buildings or University premises as instructed.

DUTIES AND RESPONSIBILITIES

1. Sweeps outside offices and premises including walkways as instructed.
2. Cleans glassware including windows.
3. Collects and disposes refuse appropriately.
4. Reports any damages to infrastructure or the external environment to the Supervisor.
5. Undertakes any other official cleaning duties outside the offices as instructed by the Supervisor.

KEY OUTPUTS

- a) External premises cleaned.
- b) Windows and other building glassware cleaned.
- c) Refuse collected and appropriately disposed.

- d) Damages to infrastructure or the external environment reported.
- e) Other official cleaning assignments undertaken.

PERSON SPECIFICATIONS

- i. Should have a Uganda Certificate of Education (UCE) or equivalent qualification with credits in English Language and Mathematics.
- ii. Should be well behaved and able to correctly follow instructions.

JOB TITLE : PORTER
Salary Scale : M15
Responsible to : Supervisor where deployed
Responsible for : N/A

PURPOSE OF THE JOB

- To clean buildings or University premises as instructed.

DUTIES AND RESPONSIBILITIES

1. Carries loads as instructed.
2. Ferries and disposes of refuse appropriately.
3. Operates basic equipment.
4. Assists in moving equipment, clearing debris or other physical tasks during construction or repair works.
5. Undertakes any other porter duties as instructed by the Supervisor.

KEY OUTPUTS

- a) Loads carried as instructed.
- b) Refuse collected and appropriately disposed.
- c) Basic equipment operated.
- d) Physical tasks accomplished as instructed.

- e) Other official porter assignments undertaken.

PERSON SPECIFICATIONS

- i. Should have a Primary Leaving Certificate (PLE) or equivalent qualification.
- ii. Should be able to correctly follow instructions.

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