



## MOUNTAINS OF THE MOON UNIVERSITY

### EXTERNAL JOB ADVERT NO. 2 OF 2024

Mountains of the Moon University (MMU) is a Public University established under Statutory Instrument, Number 2 of 2022, hence a body corporate with perpetual succession and a Common Seal. First established as a Private University in 2005, by the National Council for Higher Education (NCHE), in accordance with the Universities and Other Tertiary Institutions Act 2001, as amended, MMU has been making strides towards becoming an academic Centre of excellence.

To consolidate its desire for academic excellence, MMU hereby invites applications from suitably qualified and skilled Ugandans for the following positions: -

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**JOB TITLE: Principal Internal Auditor (Re-advertised)**

Salary Scale: M5

Responsible to: Deputy Director, Internal Audit

Age Limit: 45 years of age and below

Terms of Employment: Permanent

Ref. No.: EXT AD /APP/02/1/24

No. of Posts: 1

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**PURPOSE OF THE JOB**

To provide technical support and guidance on financial performance and quality assurance services in systems of internal control, risk management, and governance processes in the University.

**PERSON SPECIFICATIONS**

1. Master's degree in Finance and Accounting, Business Administration (Accounting and Finance), or Financial Management from a recognized institution of higher learning.
2. An Honours Bachelor Degree in Finance and Accounting, Business Administration (Accounting and Finance)/Commerce (Accounting/Finance), from a recognized institution of higher learning.
3. Must have a full professional qualification such as CPA or ACCA, or CIA
4. Must be a member of the Institute of Certified Public Accountants of Uganda
5. Must be a member of the Institute of Internal Auditors Uganda (IIA).
6. Should have a minimum of Six (6) years of working experience of service, three (3) of which should have been served as a Senior Internal Auditor in Government or an equivalent level of Audit work experience from a reputable organization
7. Should have demonstrated computer skills.

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**JOB TITLE: Lecturer (Education Psychology)**

Salary Scale: M6.1

Responsible to: Head of Department

Age Limit: 50 years of age and below

Terms of Employment: Permanent/Contract

Ref. No.: EXT AD /APP/02/2/24

No. of Posts: 1

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**PURPOSE OF THE JOB**

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

## PERSON SPECIFICATIONS

1. Should have a PhD degree in Education Psychology
2. Should have a Master's degree in Education Psychology
3. Should have a First Class or Upper Second Degree in Education
4. Should have a minimum of five (5) years of teaching experience, three (3) of which should have been served as an Assistant Lecturer in an Institution of higher learning or an equivalent level of experience from a recognised awarding University/Institution
5. Should have at least two (2) internationally recognized peer reviewed publications in the field of specialization.
6. Evidence of project-led tasks is an added advantage
7. Demonstrated computer literacy.

## APPLICATION PROCESS

Interested and eligible candidates **MUST ELECTRONICALLY** submit an e-mail to [applicationsapril2024@mmu.ac.ug](mailto:applicationsapril2024@mmu.ac.ug) as one attachment in PDF the following: -

1. Application letter.
2. A detailed up-to-date Curriculum Vitae (CV) containing names and contacts of three (3) credible referees.
3. Certified copies of the relevant academic/professional Transcripts and Certificates.
4. Copies of relevant appointment and confirmation letter (s).
5. Copy of a valid National Identity Card and work identity card.
6. Details of the physical address, telephone contact and email address.
7. Any other relevant documentation to support the application.

**N.B:** Applications not in **one PDF file** and those arriving after the closing time and date will not be considered.

Details of the job advert can be accessed on the University website: [www.mmu.ac.ug](http://www.mmu.ac.ug).

Applications should be addressed to: -

The University Secretary  
Mountains of the Moon University  
P. O. Box 837, Lake Saaka Campus, Block C  
Fort Portal, Uganda.

The deadline for receiving the application is by 5:00 p.m. on **Thursday 2<sup>nd</sup> May 2024**. **Only shortlisted candidates will be contacted formally**. Females and persons with disabilities are encouraged to apply.

**JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR EXTERNAL ADVERT NO. 2 OF 2024**

<b>JOB TITLE</b>	Principal Internal Auditor
<b>DEPARTMENT/UNIT</b>	Internal Audit
<b>REPORTS TO</b>	Deputy Director, Internal Auditor
<b>SALARY SCALE</b>	M5
<b>SUPERVISES</b>	Senior Internal Auditor
<b>AGE</b>	45 years of age and below at the time of application
<b>NUMBER OF POSTS</b>	01
<b>REF.NO.</b>	EXT AD/APP/02/01/24

### **MAIN PURPOSE OF THE JOB**

To provide technical support and guidance on financial performance and quality assurance services in systems of internal control, risk management, and governance processes in the University.

### **DUTIES AND RESPONSIBILITIES**

- i. To develop, implement and provide oversight of internal audit quality assurance strategy, plans, and approaches
- ii. To evaluate University quality assurance procedures and processes and ensure compliance.
- iii. To examine financial transactions for accuracy and compliance with institutional policies, applicable laws, and regulations;
- iv. To evaluate financial and operational procedures to ensure adequate internal controls.
- v. To identify, assess and evaluate the University risk areas, and make appropriate recommendations for improved internal controls and accounting procedures.
- vi. To assist members of the University management in the effective discharge of their responsibilities by furnishing them with analyses, recommendations, counsel, and relevant information.
- vii. To utilize the Internal Audit resources to maximize the efficiency and effectiveness of the Internal Audit activities and
- viii. To maintain appropriate auditing standards.
- ix. To supervise and appraise staff in the Internal Audit Unit.
- x. To provide overall leadership to the Internal Audit Unit
- xi. To represent the Internal Audit Unit in strategic fora within the University and beyond.
- xii. To be responsible for evaluating the effectiveness of the internal controls and risk management processes
- xiii. To serve as a Secretary to the Audit Committee of the Council
- xiv. Perform any other official duties as may be assigned by the supervisor

### **PERSON SPECIFICATIONS**

#### **(a) Academic Qualifications**

- i. Master's degree in Finance and Accounting, Business Administration (Accounting and Finance), or Financial Management.
- ii. Should have an Honours Bachelor's Degree in Accounting and Finance, Commerce (Accounting or Finance), Business Administration (Accounting and Finance), or Bachelor of Financial Management.
- iii. Must have a full professional qualification such as CPA or ACCA, or CIA
- iv. Must be a member of the Institute of Certified Public Accountants of Uganda
- v. Must be a member of the Institute of Internal Auditors Uganda (IIA).

#### **(b) Working experience**

Should have a minimum of Six (6) years of working experience of service, three (3) of which should have been served as a Senior Internal Auditor in Government or an equivalent level of Audit work experience from a reputable organization.

### **(c) Competences and Skills**

- i. Team building and supervision skills
- ii. Strong interpersonal, communication and negotiation skills
- iii. Excellent report writing skills
- iv. Risk management skills
- v. Command of excellent Information Communication Technology skills
- vi. Excellent Investigations skills
- vii. High level of moral integrity
- viii. Able to review and interpret financial information and statements.
- ix. Knowledgeable about internal controls and, is able to review the controls and recommend improvements.
- x. Understand overall Internal Audit vision, mission and strategic objectives.
- xi. Able to analyse and, interpret financial information and statements.  
Able to identify key risks and the mitigation factors within the Institution

<b>JOB TITLE</b>	Lecturer (Education Psychology)
<b>FACULTY</b>	Faculty of Education
<b>REPORTS TO</b>	Head of Department
<b>SALARY SCALE</b>	M6.1
<b>SUPERVISES</b>	Teaching Assistants
<b>AGE</b>	50 years of age and below at the time of application
<b>NUMBER OF POSTS</b>	01
<b>REF.NO.</b>	EXT AD/APP/02/2/24

### **MAIN PURPOSE OF THE JOB**

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

### **DUTIES AND RESPONSIBILITIES**

1. Prepare lectures and deliver them to undergraduate and post-graduate students.
2. Set tests, examinations and course work.
3. Administer and invigilate tests and examinations.
4. Mark tests, course work and examinations scripts, compiles and grades examination results.
5. Guide and advise students on their academic performance.
6. Attend to students' non-academic challenges and refer those that need further counselling and guidance.
7. Conduct research and disseminate research findings through conferences, seminars and publications.
8. Supervise undergraduate and post graduate students undertaking research projects.
9. Conduct seminars and tutorials.
10. Carry out official administrative duties in the department as directed by the Head of Department.
11. Contribute to the University and wider society through community service.
12. Perform any other official duties as may be assigned by the supervisor.

### **PERSON SPECIFICATIONS**

#### **(a) Academic Qualifications**

1. Should have a PhD degree in Education Psychology
2. Should have a Master's degree in Education Psychology
3. Should have a First Class or Upper Second Degree in Education

4. Should have a minimum of five (5) years of teaching experience, three (3) of which should have been served as an Assistant Lecturer in an Institution of higher learning or an equivalent level of experience from a recognised awarding University/Institution
5. Should have at least two (2) internationally recognized peer reviewed publications in the field of specialization.
6. Evidence of project-led tasks is an added advantage
7. Demonstrated computer literacy.

**(b) Working Experience:**

Should have a minimum of five (5) years of teaching experience, three (3) of which should have been served as an Assistant Lecturer in an Institution of higher learning or an equivalent level of experience from a recognised awarding University/Institution

**(c) Competencies and skills**

- i. Should have excellent interpersonal and effective communication skills.
- ii. Should have strong teamwork attributes.
- iii. Demonstrated computer and communication skills
- iv. Excellent report writing skills
- v. Resource Mobilization skills
- vi. Command of excellent Information Communication Technology skills