



MOUNTAINS OF THE MOON UNIVERSITY

INTERNAL JOB ADVERT NO. 2 OF 2024/2025 FOR ACADEMIC, ADMINISTRATIVE & SUPPORT STAFF PROMOTION POSTS

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 on promotion for the following positions: -

JOB TITLE: Professor – 3 Positions (1 Department of Educational Planning & Management; 1 Department of Finance and Banking; 1 Faculty of Science Technology and Innovation)

Salary Scale: (PU3)

Responsible to: Head of department

Responsible for: Researchers

Ref. No.: INTER ACAD /APP/07/1/24

PURPOSE OF THE JOB

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

PERSON SPECIFICATIONS

1. Should have a PhD in the relevant discipline.
2. Should have at least Ten (10) years of good track record of relevant teaching, research, and publication experience at the level of a Higher Education Institution.
3. Should have at least five new recognized publications within the last five (5) years of which three (3) as first author
4. Should have supervised seven (7) graduate students to completion, two of which must be at PhD level.
5. Demonstrated computer literacy and adequate communications skills are a MUST.
6. Demonstrated evidence of academic leadership in an institution of higher learning is essential.
7. Should have written and won at least 2 competitive fundable research grants with a minimum of USD 100,000.
8. Being a registered professional is an added advantage.

JOB TITLE: Associate Professor – 6 Positions (1 Educational Planning & Management, 1 Foundation of Education; 1 Department Of Business Administration; 1 Department Of Biomedical Sciences; 1 Department of Humanities/Social Sciences; 1 Department of Physical Science/Biological Sciences)

Salary Scale: (PU4)

Responsible to: Head of department

Responsible for: Researchers

Ref. No.: INTER ACAD /APP/07/2/24

PURPOSE OF THE JOB

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

PERSON SPECIFICATIONS

1. Should have a PhD in the relevant discipline.
2. Should have at least seven (7) years of good track record of relevant teaching, research and publication experience at the level of a Higher Education Institution.
3. Should have at least five (5) internationally recognized peer reviewed publications field of specialization within the last five (5) years of which three (3) as first author
4. Should have supervised five (5) graduate students to completion, one of which at the PhD level.
5. Being a registered professional is an added advantage.
6. Demonstrated computer literacy and adequate communications skills are a MUST.
7. Demonstrated evidence of academic leadership in an institution of higher learning is essential.
8. Written and won at least 1 competitive fundable research grants with a minimum of USD 50,000 is an added advantage.

JOB TITLE: Senior Lecturer – 3 Positions (1-Education Management; 1 Hospitality and Hotel Management; 1 Anatomy and Physiology)

Salary Scale: (PU5)

Responsible to: Head of department

Ref. No.: INTER ACAD /APP/07/3/24

PURPOSE OF THE JOB

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

PERSON SPECIFICATIONS

1. Should have a PhD in the relevant discipline.
2. Should have at least five years of teaching experience at the level of higher level.
3. Should have at least five (5) internationally recognized peer reviewed publications in the field of specialization. At least one of the publications as a main author should have been produced since appointment or promotion to the rank of Lecturer.
4. Should have supervised at least three (3) graduate students to completion.
5. Demonstrated computer literacy and adequate communications skills are a MUST.
6. Implementation of a research project(s) as assistant PI or member of a research team, is an added advantage.
7. Being a registered professional in the field of specialization is an added advantage.
8. .

JOB TITLE: Lecturer - 2 Positions (1 Department of Biomedical Sciences; 1 Anatomy and Physiology)

Salary Scale: (6)

Responsible to: Head of Department

Ref. No.: INTER ACAD /APP/07/3/24

PURPOSE OF THE JOB

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

PERSON SPECIFICATIONS

1. Should have a Master degree in the relevant discipline, but on a PhD track in the relevant discipline.
2. First Class or Upper Second Degree.
3. Should have at least two (2) years of teaching experience.
4. Demonstrated computer literacy and adequate communications skills are a MUST.
5. Being a registered professional is an added advantage.

JOB TITLE: Assistant Lecturer - 1 Positions (Department of Nursing and Midwifery)

Salary Scale: (PU6.1)

Responsible to: Head of Department

Ref. No.: INTER ACAD /APP/07/4/24

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in the area of Nursing and Midwifery.
2. Demonstration of academic potential to pursue higher degrees, is essential.
3. Demonstrated computer literacy and communication skills are a MUST.
4. Upper Second Degree and above, is the minimum expected Bachelor's degree level.

Job Title: Deputy Chief -Planning, Investment and Development

Salary Scale: (PU4)

Responsible to: Chief Planning, Investment & Development

Responsible for: Principal Officers

Age Limit: 50 years and below

Terms of Employment: Permanent

Ref. No.: INTER AD /APP/07/1/24

No. of Posts: 1

Purpose of the Job

To deputize the Chief Planning, Investment and Development Officer in effectively planning, coordinating and implementing the university comprehensive plan.

Person Specification

1. Master's degree in Economics or Statistics, Quantitative Economics and Population Studies from a recognized Institution
2. A Honours Bachelor's Degree in Economics or Statistics, Quantitative Economics and Population studies from a recognized Institution.
3. A minimum experience of 8 years Planning roles two (s) of which must have served as Principal Planner, or oits equivalent in a government or reputable organization.
4. Should demonstrate the following skills and competences:
 - i. Planning, organizing and coordinating;
 - ii. Policy Management;
 - iii. Project management;
 - iv. Information Communication Technology (ICT);
 - v. Concern for quality and standards;
 - vi. Results orientation;
 - vii. Teamwork;
 - viii. Should have good interpersonal relations and good communication skills.
 - ix. Should have good managerial skills and experience with ability to lead and advise technical and non-technical staff.

Job Title: Deputy Chief- Estates and Works (Estates Officer)

Salary Scale: (PU4)

Responsible to: University Secretary

Age Limit: 50 years and below

Terms of Employment: Contract

Ref. No.: INTER AD /APP/07/2/24

No. of Posts: 1

Purpose of the Job

To plan, develop, control and coordinate all Estates functions including transport management of the University.

Person Specifications

1. Master's degree in Civil Engineering from a recognized University.
2. A Bachelor's (Hons) degree in Civil Engineering

3. Must be a registered engineer with the Engineers Registration Board of Uganda and a member of the Uganda Institute of Professional Engineers.
4. A minimum of Eight (8) years relevant working experience, two (2) of which must have been at the level of Principal Civil Engineer in building, construction and maintenance of physical infrastructure in a government or reputable Private organization.
5. Should demonstrate the following skills and competences:
 - a. Strong leadership, interpersonal and influencing skills as well as good communication skills;
 - b. Computer literate, capable of using word processing, spreadsheet and database – computer software packages;
 - c. Sound knowledge in project management, strategic planning and budgeting.

JOB TITLE: Principal Internal Auditor

Salary Scale: PU5

Responsible to: Deputy Chief Internal Audit

Age Limit: 45 years of age and below

Terms of Employment: Permanent

Ref. No.: INTER AD /APP/07/3/24

No. of Posts: 1

PURPOSE OF THE JOB

To support the Deputy Chief Internal Audit in providing 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 Management/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 knowledge and skills in:
 - a. computer literacy
 - b. planning, organising, directing and leading audits of processes, programs and systems, evaluate and developing improvements in operations
 - c. Institute of Internal Auditors International Professional Practices Framework and International Standards for the Professional Practice of Internal Auditing.

Job Title: International Relations Officer

Salary Scale: (PU6.2)

Responsible to: Principal Marketing & Public Relations Officer

Age Limit: 45 years and below

Terms of Employment: Permanent

Ref. No.: INTER AD /APP/07/4/24

No. of Posts: 1

Purpose of the Job

To provide leadership to the International Relations Office, mainly in students recruitment and career guidance.

Person Specifications

1. A Bachelor's (Hons) degree in International Relations/Diplomacy or Journalism or Mass Communication.
2. Should have a minimum of three (3) years' experience in international public relations and marketing duties in a reputable public or private institution.

3. Should demonstrate the following skills and competences:
 - a. Experience in International Relations, mainly in students' recruitment and career guidance.
 - b. Ability to engage and coordinate with partners
 - c. Ability to build, lead, and work with teams;
 - d. Quick judgement and decision making;
 - e. Ability to initiate change
 - f. Ability to produce a variety of communication materials in a clear and concise style.
 - g. Strong interpersonal and communication (spoken and written) skills, including the ability to produce and compile a variety of communications products in a clear and concise style and the ability to disseminate information effectively.
 - h. Ability to establish, develop and maintain effective international relations.
 - i. Computer skills especially Microsoft Excel, Word etc.

Job Title: Laboratory Technician

Salary Scale: (PU11)

Responsible to: Head of Department

Age Limit: 45 years and below

Terms of Employment: Permanent

Ref. No.: INTER AD /APP/07/5/24

No. of Posts: 1

Purpose of the Job

To conduct and support scientific analysis and investigations in the laboratory for teaching or research.

Person Specifications

1. Should have a Diploma in Laboratory Science or Practice.
2. Should possess an experience of at least two (2) years' experience of laboratory practice in a reputable institution.
3. Should have good interpersonal relationships and training skills.
4. Should have integrity and be dependable.
5. Should have good report writing skills.
6. Should be registered with a professional organization where required.

Job Title: Administrative Secretary

Salary Scale: (PU6.2)

Responsible to: Senior Administrative Officer/Secretary

Age Limit: 45years and below

Terms of Employment: Permanent

Ref. No.: INTER AD /APP/07/6/24

No. of Posts: 1

Purpose of the Job

To provide administrative and secretarial services to the office of the VC

Person/Job Specifications

1. A Bachelor's Degree (Hons) in Social Sciences, Arts, Public Administration, Business Administration, Office and Information Management, Administrative & Secretarial Science from a reputable University.
2. Should have a minimum of three (3) years relevant working experience which should have been served at the level of Assistant Administrative Secretary/Officer, Administrative Assistant or Personal Secretary in Government or reputable private organization.
3. Should demonstrate the following skills and competences:
 - a. Working knowledge of office management systems, procedures and equipment.
 - b. Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook)
 - c. Ability to handle clients in a courteous manner
 - d. Time management.
 - e. Demonstrated computer literacy skills.

- f. Ability to operate standard office equipment.
- g. Good interpersonal and communication skills.
- h. High level of integrity.

Job Title: Assistant Administrative Officer

Salary Scale: (PU4)

Responsible to: Administrative Secretary/Head of Department

Age Limit: 45 years and below

Terms of Employment: Permanent

Ref. No.: INTER AD /APP/07/7/24

No. of Posts: 1

Purpose of the Job

To provide day to day administrative and secretarial support to facilitate effective functioning of the Unit/Department.

Person Specifications

1. A bachelor's degree (Hons) in Social Sciences, Public Administration, Human Resource Management, Social Work and Social Administration, Entrepreneurship, Business Management, Business Administration, Secretarial Management, Administrative Secretary, Office and Information Management, Administrative & Secretarial Science from a reputable University.
2. Should have a minimum of one (1) year's relevant working experience in a Government or reputable private organization.
3. Should demonstrate the following skills and competences:
 - a. Working knowledge of office management systems, procedures and equipment.
 - b. Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook)
 - c. Ability to handle clients in a courteous manner
 - d. Time management.
 - e. Demonstrated computer literacy skills.
 - f. Ability to operate standard office equipment.
 - g. Good interpersonal and communication skills.
 - h. High level of integrity.

Job Title: Security Guards

Salary Scale: PU15

Responsible to: Head, Security Guards

Age Limit: 40 years of age and below

Terms of Employment: Permanent

Ref. No.: INTER AD /APP/08/7/24

No. of Posts: 2

PURPOSE OF THE JOB

To provide leadership and oversee the identification, assessment and prioritization of risks, directing all efforts concerned with the security guards of the university.

PERSON SPECIFICATIONS

- (i) Should have a minimum of O' level Certificate with Uganda Police Force (UPF), Uganda People's Defence Forces (UPDF) or Uganda Prison Service (UPS) Training.
- (ii) Should have a three (3) years' experience in security related work and must have no criminal record.

Job Title: Office Attendant

Salary Scale: PU15

Responsible to: Administrative Secretary

Age limit: Below 45 years of age and below

Purpose of the job

Clean the office and ensure orderliness and distribute documents/letters from office to office

Person Specifications

1. A minimum of O' Level Certificate with a credit in English.
2. Should have at least two (2) years of working experience as an Office Assistant/Attendant or messenger or Cleaner with a reputable private or public institution.
3. Should demonstrate the following skills and competences:
 - a. Proven experience as a back-office assistant, office assistant, virtual assistant or in another relevant administrative role
 - b. Knowledge of "back-office" computer systems (ERP software)
 - c. Working knowledge of office equipment
 - d. Thorough understanding of office management procedures
 - e. Excellent organizational and time management skills
 - f. Analytical abilities and aptitude in problem-solving
 - g. Excellent written and verbal communication skills
 - h. Proficiency in MS Office

APPLICATION PROCESS

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents below **merged as one document** in PDF to applicationsjuly2024@mmu.ac.ug: -

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: Application 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.

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 **Wednesday 24th July 2024**. MMU is an equal opportunity employer and appointments to all positions is based on merit. **Only shortlisted candidates will be contacted formally**. Female and persons with disabilities are encouraged to apply.