



## **MOUNTAINS OF THE MOON UNIVERSITY**

### **EXTERNAL JOB ADVERT NO. 1 OF 2024/2025 FOR ACADEMIC, ADMINISTRATIVE AND SUPPORT POSITIONS**

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: PROFESSOR – (CURRICULUM DEVELOPMENT)**

Salary Scale: (PU3)

Responsible to: Head of department

Responsible for: Researchers

Age Limit: Not exceeding 65 years

Ref. No.: EXTER ACAD /APP/08/1/24

No. of Posts: 1

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#### **Purpose of the Job**

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

#### **Person Specifications**

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

Should have a PhD in Education (Curriculum Development), Masters in Education and Bachelor's Degree in Education.

##### **(b) Experience and Competences**

- i) 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.
- ii) At least five internationally recognized peer reviewed publications in the field of specialization within the last five (5) years of which three (3) as first author
- iii) Should have supervised seven (7) graduate students to completion, two of which must be at PhD level.
- iv) Demonstrated computer literacy and adequate communication skills are a MUST.
- v) Demonstrated evidence of academic leadership in an institution of higher learning is essential.
- vi) Written and won at least 1 competitive fundable research grants with a minimum of USD 100,000 is an added advantage.
- vii) Being a registered professional is an added advantage.

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#### **JOB TITLE: Professor – (Finance and Accounting)**

Salary Scale: (PU3)

Responsible to: Head of department

Responsible for: Researchers

Age Limit: Not exceeding 65 years

Ref. No.: EXTER ACAD /APP/08/2/24

No. of Posts: 1

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#### **Purpose of the Job**

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

### **Person Specifications**

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

Should have a PhD in Finance and Accounting, MSc (Accounting and Finance) or MBA (Accounting and Finance) and a BCom (Accounting or Finance) or BBA (Accounting or Finance).

#### **(b) Experience and Competences**

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

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### **JOB TITLE: ASSOCIATE PROFESSOR – Education (PSYCHOLOGY)**

Salary Scale: (PU3)

Responsible to: Head of department

Responsible for: Researchers

Age Limit: Not exceeding 60 years

Ref. No.: EXTER ACAD /APP/08/3/24

No. of Posts: 1

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#### **Purpose of the Job**

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

### **Person Specifications**

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

Should have a PhD in Education (Psychology) and Masters in Education (Psychology) and Bachelor's (Hons) Degree in Education.

#### **(b) Experience and Competences**

Should have;

- i) At least seven (7) years of good track record of relevant teaching, research and publication experience at the level of a Higher Education Institution.
- ii) At least five (5) internationally recognized peer reviewed publications in the field of specialization within the last five (5) years of which three (3) as first author
- iii) Supervised five (5) graduate students to completion, one of which at the PhD level.
- iv) Being a registered professional is an added advantage.
- v) Demonstrated computer literacy and adequate communication skills, as a MUST.
- vi) Demonstrated evidence of academic leadership in an institution of higher learning.
- vii) Written and won at least 1 competitive fundable research grants with a minimum of USD 50,000 is an added advantage.

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### **JOB TITLE: ASSOCIATE PROFESSOR – (MEDICAL LAB SCIENCE OR MEDICAL LAB TECHNOLOGY)**

Salary Scale: (PU4)

Responsible to: Head of department

Responsible for: Researchers

Age Limit: Not exceeding 60 years  
Ref. No.: EXTER ACAD /APP/08/4/24  
No. of Posts: 1

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#### **Purpose of the Job**

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

#### **Person Specifications**

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

Should have a PhD in Medical Lab Science or Medical Lab Technology, Masters Medical Lab Science or Technology and Bachelors (Hons) Degrees in Lab Science or Medical Lab Technology.

##### **(b) Experience and Competences**

- i) 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.
- ii) 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
- iii) Should have supervised five (5) graduate students to completion, one of which at the PhD level.
- iv) Being a registered professional is an added advantage.
- v) Demonstrated computer literacy and adequate communication skills are a MUST.
- vi) Demonstrated evidence of academic leadership in an institution of higher learning is essential.
- vii) Written and won at least 1 competitive fundable research grants with a minimum of USD 50,000 is an added advantage.

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#### **JOB TITLE: ASSOCIATE PROFESSOR – HUMANITIES (RELIGIOUS STUDIES, GENDER STUDIES, )**

Salary Scale: (PU4)

Responsible to: Head of department

Responsible for: Researchers

Age Limit: Not exceeding 60 years

Ref. No.: EXTER ACAD /APP/08/5/24

No. of Posts: 1

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#### **Purpose of the Job**

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

#### **Person Specifications**

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

Should have a PhD in Religious Studies or Gender Studies, Masters of Religious Studies or Gender Studies and Bachelor of Arts Degree (Religious Studies or Gender Studies).

##### **(b) Experience and Competences**

- i) 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.
- ii) 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
- iii) Should have supervised five (5) graduate students to completion, one of which at the PhD level.
- iv) Being a registered professional is an added advantage.
- v) Demonstrated computer literacy and adequate communication skills are a MUST.
- vi) Demonstrated evidence of academic leadership in an institution of higher learning is essential.
- vii) Written and won at least 1 competitive fundable research grants with a minimum of USD 50,000 is an added advantage.

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#### **JOB TITLE: SENIOR LECTURER – (HOSPITALITY AND HOTEL MANAGEMENT)**

Salary Scale: (PU5)

Responsible to: Head of department  
Responsible for: Lecturers  
Ref. No.: EXTER ACAD /APP/08/6/24  
Age Limit: 50 years and below  
No. of Posts: 1

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#### **Purpose of the Job**

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

#### **Person Specifications**

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

Should have a PhD in Hospitality and Hotel Management, Tourism, Foods and Beverages, or Events Management, Masters in Hospitality and Hotel Management or Tourism, or Events Management or Hotel Management or Food and Beverage Management and Bachelors (Hons) Degree in Hospitality Management or Events Management or Tourism or Marketing, or Business Administration, or Business Studies, or Entrepreneurship.

##### **(b) Experience and Competences**

- i) Should have a PhD in the relevant discipline.
  - ii) Should have at least five years of teaching experience at the level of higher level.
  - iii) 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.
  - iv) Should have supervised at least three (3) graduate students to completion.
  - v) Demonstrated computer literacy and adequate communication skills are a MUST.
  - vi) Implementation of a research project(s) as assistant PI or member of a research team, is an added advantage.
  - vii) Being a registered professional in the field of specialization is an added advantage.
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#### **JOB TITLE: SENIOR LECTURER – (MEDICAL LAB SCIENCE OR MEDICAL LAB TECHNOLOGY)**

Salary Scale: (PU5)  
Responsible to: Head of department  
Responsible for:  
Age Limit: 50 years and below  
Ref. No.: EXTER ACAD /APP/08/7/24  
No. of Posts: 1

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#### **Purpose of the Job**

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

#### **Person Specifications**

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

Should have a PhD Medical Lab Science or Medical Lab Technology, Masters in Medical Lab Science or Technology and Bachelors (Hons) Degrees in Medical Lab Science or Medical Lab Technology or Medicine and Surgery (MBCHB).

##### **(b) Experience and Competences**

- i) Should have at least five years of teaching experience at the level of higher level.
- ii) 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.
- iii) Should have supervised at least three (3) graduate students to completion.
- iv) Demonstrated computer literacy and adequate communication skills are a MUST.
- v) Implementation of a research project(s) as assistant PI or member of a research team, is an added advantage.
- vi) Being a registered professional in the field of specialization is an added advantage.

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**JOB TITLE: LECTURER - (MEDICAL LAB SCIENCE OR MEDICAL LAB TECHNOLOGY)**

Salary Scale: (PU6.1)

Responsible to: Head of Department

Responsible for: Assistant Lecturer

Age Limit: 50 years and below

Ref. No.: EXTER ACAD /APP/08/8/24

No. of Posts: 1

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**Purpose of the Job**

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

**Person Specifications****(a) Qualifications**

- i) Should have a Masters degree in Medical Lab Science or Medical Lab Technology, but on a PhD track in the Medical Lab Science or Technology and Bachelor's (Hons) Degrees in Medical Lab Science or Medical Lab Technology or Medicine and Surgery (MBCHB).
- ii) First Class or Second Upper Bachelor's Degree in Medical Lab Science or Technology.

**(b) Experience and Competences**

- i) Should have at least three (3) years of teaching experience.
  - ii) Demonstrated computer literacy and adequate communication skills are a MUST.
  - iii) Being a registered professional is an added advantage.
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**JOB TITLE: LECTURER - (LITERATURE)**

Salary Scale: (PU6.1)

Responsible to: Head of Department

Responsible for: Assistant Lecturer

Age Limit: 50 years and below

Ref. No.: EXTER ACAD /APP/08/9/24

No. of Posts: 1

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**Purpose of the Job**

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

**Person Specifications****(a) Qualifications**

- i) Should have a Master of Arts degree in Literature, but on a PhD track in Literature
- ii) Minimum of an upper second Class Honours Degree in English Language or Literature is a MUST.

**(b) Experience and Competences**

- i) Should have at least three (3) years of teaching experience.
  - ii) Demonstrated computer literacy and adequate communication skills are a MUST.
  - iii) Being a registered professional is an added advantage.
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**JOB TITLE: LECTURER - (ECONOMICS)**

Salary Scale: (PU6.1)

Responsible to: Head of Department

Responsible for: Assistant Lecturer

Age Limit: 50 years and below

Ref. No.: EXTER ACAD /APP/08/10/24

No. of Posts: 1

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**Purpose of the Job**

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

## Person Specifications

### (a) Qualifications

- i) Should have a PhD in Economics, with a Specialization in Development Economics
- ii) A Masters in Economics (Specialization in Development Economics)
- iii) Minimum of an upper second class degree in Economics, Development Economics, Statistics, Quantitative Economics

### (b) Experience and Competences

- i) Should have at least three (3) years of teaching experience.
- ii) Demonstrated computer literacy and adequate communication skills are a MUST.
- iii) Being a registered professional is an added advantage.

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## **JOB TITLE: ASSISTANT LECTURER - (HOSPITALITY & HOTEL MANAGEMENT)**

Salary Scale: (PU6.2)

Responsible to: Head of Department

Responsible for: Teaching Assistants

Age Limit: 45 and below

Ref. No.: EXTER ACAD /APP/08/11/24

No. of Posts: 1

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### **Purpose of the Job**

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

## Person Specifications

### (a) Qualifications

Should have a Master degree in Business Administration (Marketing) , Hospitality Management or Masters in Event Management or Master in Hotel Management or Master in Food and Beverage Management.

Bachelor's (Hons) Degrees in Leisure and Hotel Management or Tourism or Business Administration (Marketing) or BCom (Marketing) or Entrepreneurship or Business Management

### (b) Experience and Competences

- i) Should have at least two (2) years of teaching experience in Hospitality and Hotel Management.
- ii) Demonstrated computer literacy and adequate communication skills are a MUST.

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## **JOB TITLE: Teaching Assistant - (Nursing and Midwifery)**

Salary Scale: PU7

Responsible to: Head of Department

Responsible for: None

Age Limit: 40 and below

Terms of Employment: Contract/Permanent

Ref. No.: EXTER ACAD /APP/08/12/24

No. of Posts: 1

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### **Purpose of the Job**

To support the Senior Staff to enhance undergraduate students learning either in groups or individually, ensuring students understand the work set, know their learning objectives and stay on task in order to make progress.

## Person Specifications

### (a) Qualifications

- i) Should have a Minimum of a Second upper Class Degree in Nursing and Midwifery.
- ii) Should have a high level of academic potential to pursue higher degrees.

### (b) Experience and Competences

- i) An appropriate knowledge of the curriculum and context you are working in.
- ii) Working with senior staff to understand and support assessment for learning
- iii) Recognise the importance of using appropriate technology to support learning.
- iv) Demonstrated computer and communication skills.

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**JOB TITLE: CHIEF HUMAN RESOURCE MANAGEMENT**

**Salary Scale:** (PU3)

**Responsible to:** University Secretary

**Responsible for:** Deputy Chief Human Resource

**Age Limit:** 55 years and below

**Terms of Employment:** Contract

**Ref. No.:** EXTER AD /APP/08/1/24

**No. of Posts:** 1

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**Purpose of the Job**

Provide leadership and oversee strategic direction and viability of the HR Directorate

**Person Specifications**

**Qualifications**

- a) A minimum of a Masters degree in Human Resource Management or Organizational and Industrial Psychology or Management or Organizational Development or Public Administration and Management (HR option) or MBA (HR option)
- b) Possession of a Post Graduate Diploma in Human Resource Management
- c) Bachelor of Human Resource Management or Social Sciences, business Studies, or Public Administration, or Social Works and Administration.
- d) Should have at least eight (8) years of experience in human resource management, four (4) of which at a senior level in a public institution.
- e) Membership with HR professional body is an added advantage

**Experience and Competences**

- 1. Leadership and supervisory skills in planning, organizing and coordination HR
- 2. Ability to build, lead and work with teams.
- 3. Computer literacy.
- 4. Interpersonal & communication skills.
- 5. Quick judgement and decision making.
- 6. Record keeping skills
- 7. Ability to initiate change.

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**JOB TITLE: DEPUTY CHIEF- ESTATES AND WORKS (ESTATES OFFICER)**

**Salary Scale:** (PU4)

**Responsible to:** University Secretary

**Responsible for:** Civil Engineer

**Age Limit:** 55 years and below

**Terms of Employment:** Contract

**Ref. No.:** EXTER AD /APP/08/2/24

**No. of Posts:** 1

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**Purpose of the Job**

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

**Person Specifications**

**(a) Qualifications**

- i) Masters degree in Civil Engineering from a recognized University, or Postgraduate Diploma in an Civil Engineering Domain,
- ii) Masters in Management Studies is an added advantage

- iii) A Bachelors (Hons) degree in Civil Engineering
- iv) Must be a registered engineer with the Engineers Registration Board of Uganda and a member of the Uganda Institute of Professional Engineers.

**(b) Experience and Competences**

- i) 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.
- ii) 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.

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**JOB TITLE: PRINCIPAL PLANNING INVESTMENT AND DEVELOPMENT**

**Salary Scale:** (PU5)

**Responsible to:** Director Planning Investment and Development

**Responsible for:** Senior Planner

**Age Limit:** 50 years and below

**Terms of Employment:** Permanent

**Ref. No.:** EXTER AD /APP/08/3/24

**No. of Posts:** 1

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**Purpose of the Job**

To collect, analyse and process statistical data and information to facilitate planning, budgeting and policy review / development in the University.

**Person Specifications**

**Qualifications**

- a) Should have a Masters degree in Quantitative Economics, or Business Statistics.
- b) A Bachelor's degree in Economics, Statistics, or Quantitative Economics or Business Statistics.
- c) At least eight (8) years of experience in a planning department of a reputable institution four (4) of which should have been at a senior management level

**Experience and Required Competence**

- a) Should have good leadership, communication, and interpersonal skills.
- b) Must be proficient in using relevant computer packages.
- c) Should be able to work as a member of a team.
- d) Must be a person of high integrity

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**JOB TITLE: SENIOR INTERNAL AUDITOR**

**Salary Scale:** (PU6.1)

**Responsible to:** Principal Auditor

**Responsible for:** None

**Age Limit:** 40 years and below

**Terms of Employment:** Permanent

**No. of Posts:** 1

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**Purpose of the Job**

To audit payments to ensure compliance with accounting principles and regulations; and monitor and examine financial operations to ensure value for money.

**Person Specifications**

**Qualifications**

Bachelors' degree in Commerce, Accounting, Finance, Business Administration, Business Studies (Accounting option).

**Experience and Competences**



- a) A minimum of three (3) years full time experience in Internal /External auditing or Accounting.
- b) Must be a member of the Institute of Internal Auditors of Uganda.
- c) Good interpersonal and communication skills.
- d) High level of integrity.
- e) Demonstrated computer skills.

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#### **JOB TITLE: INTERNATIONAL RELATIONS OFFICER**

Salary Scale: (PU6.2)

Responsible to: Principal Marketing & Public Relations Officer

Responsible for: None

Age Limit: 45 years and below

Terms of Employment: Permanent

Ref. No.: EXTER AD /APP/08/5/24

No. of Posts: 1

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#### **Purpose of the Job**

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

#### **Person Specifications**

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

A Bachelor's (Hons) degree in International Relations/Diplomacy or Journalism or Mass Communication or Marketing or Business Administration or Business Studies

##### **(b) Experience and Competences**

- i) Should have a minimum of three (3) years' experience in international public relations and marketing duties in a reputable public or private institution.
- ii) 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 or experience engaging and coordinating with partners
  - c. Ability to build, lead, and work with teams;
  - d. Quick judgement and decision making;
  - e. Ability to initiate change
  - f. 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.
  - g. Ability to establish, develop and maintain effective international relations.
  - h. Computer skills especially Microsoft Excel, Word.

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#### **JOB TITLE: Accountant**

Salary Scale: (PU6.2)

Responsible to: Senior Accountant

Responsible for: None

Age Limit: 40 years and below

Terms of Employment: Permanent

Ref. No.: EXTER AD /APP/08/6/24

No. of Posts: 1

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#### **Purpose of the Job**

To ensure proper documentation and finalization of all financial processes relating to payments, receipts or posting in the University.

#### **Person Specifications**

##### **Qualifications**

A Bachelor Degree in Commerce or Finance or Business Administration (Accounting Option)

##### **Experience and Competences**

- i) Three (3) year working experience.
- ii) Professional Accounting Certificate (CPA) and a member Certificate Public Accountants
- iii) Should have good leadership and communication skills.
- iv) Should possess demonstrated Computer skills
- v) Knowledge of a computerized accounting systems software is an added advantage
- vi) Should have three-year experience on relevant duties in a recognized institution

**JOB TITLE: Sports Officer**

**Salary Scale:** (PU6.2)

**Responsible to:** Senior Sports Officer

**Responsible for:** None

**Age Limit:** 45 years and below

**Terms of Employment:** Permanent

**Ref. No.:** EXTER AD /APP/08/7/24

**No. of Posts:** 1

**Purpose of the Job**

To Ensure sports activities are promoted in the University.

**Person Specification**

**Qualifications:**

- i) A Bachelors Degree in Physical Education or Sports Sciences from a recognized Institution/University.
- ii) Should have coaching qualifications of at least one (1) game i.e. athletics or swimming or rugby or any other
- f) Membership with national sports federation is an added advantage

**Experience and competences**

- i) Not less than 3 years working experience in sports administration.
- ii) Working experience with students is an added advantage.

**JOB TITLE: ADMINISTRATIVE SECRETARY**

**Salary Scale:** (PU6.2)

**Responsible to:** Head of Department

**Responsible for:** Assistant Administrative Officer/Secretary, Office Attendants

**Age Limit:** 45 years and below

**Terms of Employment:** Permanent

**Ref. No.:** EXTER AD /APP/08/8/24

**No. of Posts:** 2

**Purpose of the Job**

To provide administrative and secretarial services

**Person Specifications**

**a) Qualifications**

A Bachelors Degree (Hons) in either Social Sciences or Public Administration or Business Administration or Office and Information Management or Development Studies or Administrative & Secretarial Science from a reputable University.

**Experience and Competences**

- i) 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.
- ii) Working knowledge of office management systems, procedures and equipment.
- iii) Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook)
- iv) Must possess good report writing skills
- v) Maintaining an organized and efficient office environment
- vi) The ability to effectively plan and facilitate virtual meetings, including the use of technology and tools.

- vii) Efficiently managing your time
- viii) Being a good team player and collaborating with others
- ix) Manage different schedules, calendars, travel arrangements, and daily demands for the supervisor
- x) Effectively communicating with colleagues, both in person and through various communication channels
- xi) Present yourself in a professional manner and build a personal brand that reflects your values, skills, and expertise.
- xii) Attention to Detail
- xiii) Multitasking Abilities
- xiv) Adaptability and flexibility

**JOB TITLE: Programme Presenter (Radio)**

**Salary Scale:** (PU10)

**Responsible to:** Radio Manager

**Responsible for:** None

**Age Limit:** 35 years and below

**Terms of Employment:** Permanent

**Ref. No.:** EXTER AD /APP/08/9/24

**No. of Posts:** 2

**Purpose of the Job**

To research for the radio programmes and broadcast

**Person Specifications**

**Qualifications**

Minimum of a Diploma in Journalism and Mass Communication

Possession of professional qualifications and being a member of a professional body is an added advantage

**Experience**

- i) At least 1-year work experience in the radio setup
- ii) Excellent communication and presentation skills
- iii) Performance skills and a clear voice
- iv) The ability to generate original ideas
- v) A personable and confident manner
- vi) A broad range of interests, including current affairs
- vii) Good research and interviewing skills
- viii) The confidence and the ability to sell yourself
- ix) An awareness of national and international media law
- x) The ability to take initiative and make quick decisions under pressure
- xi) Team working skills creativity and problem-solving skills

**JOB TITLE: LABORATORY TECHNICIAN**

**Salary Scale:** (PU11)

**Responsible to:** Head of Department

**Responsible for:** Laboratory Attendant

**Age Limit:** 35 years and below

**Terms of Employment:** Permanent

**Ref. No.:** EXTER AD /APP/08/10/24

**No. of Posts:** 2

**Purpose of the Job**

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

**Person Specifications**

1. Bachelor's degree in Science Technology (Physics or Chemistry) or Laboratory Science Technology (Physics or Chemistry)
2. Should possess an experience of at least two (2) years' experience of laboratory practice in a reputable institution.

3. Should have good interpersonal relationship 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.

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**JOB TITLE: Security Guard**

**Salary Scale:** PU15

**Responsible to:** Head, Security Guard

**Responsible for:** None

**Age Limit:** 40 years of age and below

**Terms of Employment:** Permanent

Ref. No.: EXTER AD /APP/08/11/24

**No. of Posts:** 2

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**Purpose of the Job**

To assist the Head Security Guard in providing security to the University and ensure a safe and secure environment for students, staff and property.

**Person Specifications****(a) Qualifications**

Should have a minimum of O' level Certificate.

Certificate of training with Uganda Police Force (UPF), Uganda People's Defence Forces (UPDF) or Uganda Prison Service (UPS) Training.

**(b) Experience**

Should have a three (3) years' experience in security related work and must have no criminal record.

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**JOB TITLE: OFFICE ATTENDANT**

Salary Scale: PU15

Responsible to: Administrative Secretary

Responsible for: None

Age limit: Below 45 years of age and below

Terms of Employment: Permanent

Ref. No.: EXTER AD /APP/08/10/24

No. of Posts: 2

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**Purpose of the job**

To ensure cleanliness and orderliness of office and run official errands.

**Person Specifications****Qualifications**

A minimum of O' Level Certificate with a credit in English.

**Experience and Competences**

- a) Should have at least two (2) years of working experience as an Office Assistant/Attendant or messenger or
- b) Cleaner with a reputable private or public institution.
- c) Should demonstrate the following skills and competences:
  - i) Proven experience as a back-office assistant, office assistant, virtual assistant or in another relevant administrative role
  - ii) Knowledge of "back-office" computer systems (ERP software)
  - iii) Working knowledge of office equipment
  - iv) Thorough understanding of office management procedures
  - v) Excellent organizational and time management skills
  - vi) Analytical abilities and aptitude in problem-solving

- vii) Excellent written and verbal communication skills
- viii) Proficiency in MS Office

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**JOB TITLE: TURN MAN**

Salary Scale: PU15

Responsible to: Bus Driver

Responsible for: None

Age limit: Below 45 years of age and below

Terms of Employment: Permanent

Ref. No.: EXTER AD /APP/08/11/24

No. of Posts: 1

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**Purpose of the Job**

To support the manoeuvrability of the bus, cleaning and backup to the Bus driver and ensure general maintenance of the bus.

**Experience and Competences**

1. A Should have a minimum of two (2) years of working experience as a turnman in a reputable Organization.
2. Experience in driving a Bus
3. Minimum of O' level certificate with a pass in English.
4. A valid driving permit with Class **D**
5. A certificate in defensive driving is a must
6. Elementary Motor Vehicle Mechanics Certificate is an added advantage

**APPLICATION PROCESS**

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents below **merged as one document** in PDF to [applicationsaug2024@mmu.ac.ug](mailto:applicationsaug2024@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](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, Ground Level  
Fort Portal, Uganda.

The deadline for receiving the application is by 5:00 p.m. on **27<sup>th</sup> September 2024**. MMU is an equal opportunity employer and appointments to all positions are based on merit. **Only shortlisted candidates will be contacted formally.** Females and persons with disabilities are encouraged to apply.