



MOUNTAINS OF THE MOON UNIVERSITY

EXTERNAL JOB ADVERT NO. 2 OF 2024 FOR ACADEMIC AND ADMINISTRATIVE 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: -

JOB TITLE: ASSOCIATE PROFESSOR – HUMANITIES (RELIGIOUS STUDIES/GENDER STUDIES/HUMAN RIGHTS/RURAL DEVELOPMENT)-Re-advertised

Salary Scale: (PU4)

Responsible to: Head of department

Responsible for: Researchers

Ref. No.: EXT. ACAD /APP/10/1/24

No. of Posts: 1

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, or Human Rights, Masters of Religious Studies or Gender Studies, or Human Rights, and Bachelor of Arts Degree in Humanities

(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) Computer literate and good communication skills are a MUST.
 - vi) 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: LECTURER – (HOSPITALITY AND HOTEL MANAGEMENT)

Salary Scale: (PU6.1)

Responsible to: Head of department

Responsible for: Assistant Lecturer

Ref. No.: EXT.ACAD /APP/10/2/24

Age Limit: 50 years and below

No. of Posts: 1

Purpose of the Job

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

Person Specifications

(a) Qualifications

- (i) Should have at least a Master's degree in Hospitality and Hotel Management, or Tourism, or Hotel Management, or Business Administration/Marketing. and should be on a PhD track in Hospitality and Hotel Management, or Tourism, or Hotel Management, or Food and Beverage Management, or Business Administration/
- (ii) (Marketing).
- (iii) Bachelors (Hons) Degree (Minimum second Class) in Hospitality and Hotel Management, or Tourism, or Hotel Management, or Food and Beverage Management, or Business Administration (Marketing.)

(b) Experience and Competences

- i) Should have at least three (3) years of teaching experience at the level of Assistant Lecturer
- ii) Computer literate and good communication skills are a MUST.
- iii) Being a registered professional is an added advantage.

JOB TITLE: LECTURER - (LITERATURE)-Re-advertised

Salary Scale: (PU6.1)

Responsible to: Head of Department

Responsible for: Assistant Lecturer

Age Limit: 50 years and below

Ref. No.: EXT.ACAD /APP/10/3/24

No. of Posts: 1

Purpose of the Job

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

Person Specifications

(a) Qualifications

- i) Should have at least a Master of Arts degree in Literature, but on a PhD track in Literature
- ii) A minimum of 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) Computer literate and good communication skills are a MUST.
- (iii) Being a registered professional is an added advantage.

JOB TITLE: ASSISTANT LECTURER - (ANATOMY)

Salary Scale: (PU6.2)

Responsible to: Head of Department

Responsible for: Teaching Assistants

Age Limit: 45 years and below

Ref. No.: EXT.ACAD /APP/10/4/24

No. of Posts: 1

Purpose of the Job

To support in teaching, supervision, promotion of research studies and dissemination of research findings.

Person Specifications

(a) Qualifications

- (i) Should have at least a Master's degree in Anatomy
- (ii) Minimum of second-Class Honours Degree in Medicine or Surgery (MBCHB) is a MUST.

(b) Experience and Competences

- (i) Should have at least two (2) years of teaching experience at the Level of Teaching Assistant
- (ii) Computer literate and good communication skills are a MUST.
- (iii) Being a registered professional is an added advantage.

JOB TITLE: ASSISTANT LECTURER - (PHYSIOLOGY)

Salary Scale: (PU6.2)

Responsible to: Head of Department

Responsible for: Teaching Assistants

Age Limit: 45 years and below

Ref. No.: EXT.ACAD /APP/10/5/24

No. of Posts: 1

Purpose of the Job

To support in teaching, supervision, promotion of research studies and dissemination of research findings.

Person Specifications

(a) Qualifications

- (i) Should have at least a Masters degree in physiology
- (ii) A minimum of a second-class honours degree in Physiology is a MUST.

(b) Experience and Competences

- (i) Should have at least two (2) years of teaching experience at the Level of Teaching Assistant
- (ii) Computer literate and good communication skills are a MUST.
- (iii) Being a registered professional is an added advantage.

JOB TITLE: CHIEF-GRADUATE STUDIES AND RESEARCH

Salary Scale: (PU3)

Responsible to: Deputy Vice Chancellor (Academic Affairs)

Responsible for: Deputy Chief-Graduate Studies and Research

Ref. No.: EXT.ACAD /APP/10/6/24

No. of Posts: 1

Purpose of the Job

To promote and coordinate efficient and effective graduate studies, grants acquisition, research and innovations across the University.

Person Specifications

(a) Qualifications

Must have a PhD and be, or must have attained the rank of Associate Professor and above, in an academic field, with Senior Managerial University experience of at least five (5) years at the position of Dean/Director and above.

(b) Experience and Competences

- (i) Must have excellent record of administration, teaching, research, grant proposal writing and service in a Public Institution, or Universities, of not less than eight (8) years, three (3) of which in senior management level.
- (ii) Evidence of High degree of integrity to safeguard the intellectual property of researchers/graduate students and research funds.
- (iii) Proven experience in research, publication, teaching and supervision at graduate level.
- (iv) High degree of collaboration and effective promotion of graduate training and research.
- (v) Competent in the use of information technologies to support teaching, learning, research and digitization of research output.

- (vi) Proven experience in grant writing and administration.
- (vii) Proficient in short-term and long-term research planning, policy development, and assessment.
- (viii) Proven experience in leadership within the larger organizations.
- (ix) Understands effective fiscal management, including planning and controlling budgets, managing existing financial resources and creating and maximizing sources for funding.
- (x) Highly developed oral and written communications skills.
- (xi) Evidence of winning a minimum of \$50,000 research grant, or consultancy, is a MUST.

JOB TITLE: SENIOR INTERNAL AUDITOR-Re-advertised

Salary Scale: (PU6.1)

Responsible to: Principal Auditor

Responsible for: None

Age Limit: 45 years and below

Terms of Employment: Permanent

Ref. No.: EXT. AD /APP/10/7/24

No. of Posts: 1

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**

Honors Bachelors' degree in Commerce, Accounting, Auditing, Business Administration (Accounting and Finance), Business Studies (Accounting option) plus a Post Graduate Diploma in Accounting, Auditing, Financial Management or Business Administration (Accounting option) from a recognised Institution. Full professional Accounting qualifications such as ACCA or CPA from a recognized Institution is a must.

Experience and Competences

- a) A minimum of three (3) years of full-time working experience at the level of Internal Auditor in a public or reputable institution.
- b) Must be a registered member of ICPAU.
- c) Being a member of Uganda's Institute of Internal Auditors is a MUST.
- d) Good interpersonal and communication skills.
- e) High level of integrity.
- f) Demonstrated computer skills.

JOB TITLE: TECHNICIAN-Re-advertised

Salary Scale: (PU7)

Responsible to: Head of Department

Responsible for: Laboratory Attendant

Age Limit: 30 years and below

Terms of Employment: Permanent

Ref. No.: EXTER AD /APP/10/8/24

No. of Posts: 1

Purpose of the Job

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

Person Specifications

- 1. Bachelors (Hons) degree in Laboratory Science Technology or Medical Laboratory Science (Physics or Chemistry).
- 2. Should possess an experience of at least two (2) years' experience of laboratory practice in a reputable and busy institution.

3. Should have good interpersonal relationship and training skills.
4. Should have integrity and be dependable.
5. Should have good report writing skills.
1. Should be registered with a professional organization where required.

JOB TITLE: PRINCIPAL PLANNING OFFICER-Re-advertised

Salary Scale: (PU5)

Responsible to: Deputy Chief Planning, Investment and Development

Responsible for: Senior Planning Officers

Age Limit: 50 years and below

Terms of Employment: Permanent

Ref. No.: EXT. AD /APP/10/09/24

No. of Posts: 1

Purpose of the Job

Responsible to the Deputy Chief Planning, Investment and Development to undertake data collection and maintain the statistical database to support information analysis and forecasting; develop and review of policies, strategies and programmes for the development of the University; facilitate planning, budgeting and policy review/development processes in the University in relation to the sector, national and international development agendas and any other duties as may be assigned from time to time.

Person Specifications**Qualifications**

Applicants should be holding both a Masters and a Bachelors (Hons) Degree in Economics, Quantitative Economics, or Statistics, Economics with related a relevant subject, from a recognized University /Institution.

Experience and Competences

- (a) At least six (6) years of experience in a planning department of a reputable Government or any other reputable organization three (3) of which should have been at the level of Senior Planning Officer.
- (b) Should have good leadership, communication skills, report writing skills; organizational and planning skills with a concern for results; and interpersonal skills.
- (c) Must be proficient in using relevant computer packages.
- (d) Should be able to work efficiently in a team.
- (e) Must be a person of high ethics and integrity

JOB TITLE: ASSISTANT ADMINISTRATIVE OFFICER

Salary Scale: (PU7)

Responsible to: Administrative Secretary/assigned Officer

Responsible for: Office attendants

Age Limit: 50 years and below

Terms of Employment: Permanent

Ref. No.: EXT. AD /APP/10/10/24

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**Qualifications**

A Bachelor's degree (Hons) in Social Sciences, or Public Administration, or Social Work and Social Administration or Business Administration, or Office and Information Management, Administrative, or Secretarial Studies, from a reputable University.

Experience and Competences

- i) Should have a minimum of two (2) years relevant working experience in a Government or reputable private organization.
- ii) Should demonstrate the following skills and competences:
- iii) Working knowledge of office management systems, procedures and equipment.
- iv) Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook)
- v) Ability to handle clients in a courteous manner
- vi) Time management.
- vii) Computer literacy skills.
- viii) Ability to operate standard office equipment.
- ix) Good interpersonal and communication skills
- x) High level of integrity.

JOB TITLE: OFFICE ATTENDANT

Salary Scale: PU15

Responsible to: Administrative Secretary/assigned officer

Responsible for: None

Age limit: Below 35 years of age and below

Terms of Employment: Permanent

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

No. of Posts: 1

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 Cleaner with a reputable private or public institution.
- b) Should demonstrate the following skills and competences:
 - i) Proven experience as a back-office assistant, virtual assistant or in another relevant administrative role
 - ii) Knowledge of "back-office" computer systems
 - iii) Working knowledge of office equipment
 - iv) Thorough understanding of office management procedures
 - v) Excellent organizational and time management skills

APPLICATION PROCESS

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents below **merged as one document** in PDF to applicationsoct2024@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, Ground Level
Fort Portal, Uganda.

The deadline for receiving the application is by 5:00 p.m. on **1st November 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.