

INTERNAL ADVERT NO. 1 of 2025

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 strives to becoming an academic Centre of excellence, by recruiting high caliber staff. Therefore, MMU invites applications from suitably qualified and skilled Ugandans for the following position: -

Job Title	Assistant Lecturer- Accounting/Finance- Re-advertised
Faculty	Business and Management Sciences
Reports to	Head of Department
Salary Scale	PU6.2
Supervises	Teaching Assistants
Age	50 Years of age and below
Number of posts	01
Ref.No.	INTERNAL AD/APP/2/01/25

Main purpose of the job

Assist the Senior Staff in teaching undergraduate students.

Key Duties Duties and Responsibilities

1. Assist in preparing and conducting lectures to undergraduate students.
2. Assist in setting courseworks, tests, and examinations according to University standards.
3. Assist in marking courseworks, tests and examinations and compile results according to grading standards of the University.
4. Assist in administering coursework as well as administration and invigilation of tests and examinations according to the University standards.
5. Assist in the supervision of Undergraduate students undertaking research in line with the University guidelines and regulations.
6. Mentor Teaching Assistants in the Department
7. Carry out official administrative duties as directed by the Head of Department.
8. Participate in the University's community outreach services or engagement activities

9. Computer literate and good communication skills are a MUST
10. Implementation of a research project(s) as assistant PI or member of a research team, is an added advantage.
11. Perform any other duties assigned by the supervisor

PERSON SPECIFICATIONS

(a) Academic Qualifications

- (i) Should possess a Master's degree in Business Administration (Accounting or Finance) OR a Master's degree in Accounting or Finance.
- (j) Should possess a Minimum of Second Upper Bachelor's (Hons) Degree in Accounting or Finance. Membership to any professional body in the related field is an added advantage.

(b) Working experience

- (i) Should have at least two years (2) years of teaching experience at the level of Teaching Assistant in any recognised institution of higher learning.
- (ii) Professional practical skills in Banking and Finance or Accounting is an added advantage.

(c) Skills and Competencies

- (i) Should be a person of high integrity
- (ii) Should have demonstrated outstanding professional ability or exceptional academic capability
- (iii) Should have a good track record of relevant teaching, research, and service to the Community.
- (iv) Should have the ability to provide academic leadership.
- (v) Should have excellent interpersonal and effective communication skills.

APPLICATION PROCESS

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents below **merged as one document** in PDF to applications2feb2025@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
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.

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 application must be received by 5:00 p.m. on **February 24th, 2025**. MMU is an equal-opportunity employer, and appointments to all positions are based on merit. Only shortlisted candidates will be contacted formally. ***Those who previously applied for this position are strongly encouraged to reapply.***

