



EXTERNAL ADVERT NO.3 of 2026

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

Job Title	Deputy Chief- Planning Investment & Development
Directorate	Planning Investment & Development
Reports to	Chief- Planning Investment & Development
Salary Scale	PU4
Supervises	Principal Planning Officer
Age	Not less than 45 Years of age, but below 60 years
Terms of Employment	Contract
NUMBER OF POSTS	01
REF.NO.	EXT AD/APP/3/01/26

Main purpose of the job support assist

To Deputize the Chief-Planning, Investment and Development in effectively planning, coordinating and implementing the University comprehensive plan.

Duties and Responsibilities ensure

1. Prepare the Institution's Strategic Plan and Master plans to assure accreditation criteria are fulfilled.
2. Provide periodic and special reports on performance indicators to the Chief-Planning Investment & Development.
3. Develop and execute internal controls for the strategic and Institutional effectiveness planning systems.
4. Participate in Institutional planning, resource allocation, budgeting, and management processes as required.
5. Facilitate the use of PBS tools to help Departments and Units develop Strategic Plans, improve key processes, assess Institutional needs, and develop collaborative team environments.
6. Ensure that policies on utilisation of resources are accessible, comprehensive, and compliant with relevant regulations and requirements.

7. Direct the day-to-day activities for the Directorate of Planning and Institutional Development.
8. Develop and create awareness for planning processes and procedures.
9. Advise and coordinate the University capital budget development.
10. Develop strategies in optimal use of capital resources in all Departments of the University.
11. Develop and manage central planning documents for the University.
12. Coordinate development projects at the University with relevant Development Partners.
13. Coordinate timely out-put report production on all planning and development efforts in the University.
14. Perform any other official duties assigned by the supervisor.

Person Specifications

(a) Academic Qualifications

- (i) A Master's Degree in either Economics or Statistics, or Quantitative Economics, or Economic Policy and planning or Population Studies, from a recognized Institution.
- (ii) An Honours Bachelor's Degree in either Economics, or Statistics, or Quantitative Economics, or Economic Policy and Planning or Population studies, from a recognized training Institution.

(b) Experience and Competences

- a) Should have at least Eight (8) years of experience in the planning role, three (3) of which should be at the minimum level of Principal Planning Officer or its equivalent and above, in a Public Institution or reputable Private Organization.
- b) The ideal candidate should possess the following attributes:
 - i. Planning, Organizing and Coordinating;
 - ii. Policy and Project Management;
 - iii. Information Communication Technology (ICT) usage;
 - iv. Concern for quality and standards;
 - v. Results Orientation;
 - vi. Teamwork;

- vii. Should have Good interpersonal relations and good communication skills; and
- viii. Should have Good managerial skills and experience, with ability to lead and advise technical and non- technical staff.

Job Title	Deputy Chief-Outreach
Office	Office of the Deputy Vice Chancellor Academic Affairs
Reports to	Deputy Vice Chancellor Academic Affairs
Salary Scale	PU4
Supervises	-
Age	Not less than 45 Years of age but below 60 years
Terms of Employment	Contract
NUMBER OF POSTS	01
REF.NO.	EXT AD/APP/3/02/26

Main purpose of the job

To develop and execute outreach strategies that build strong relationships between the organization and its stakeholders.

Duties and Responsibilities

- 1) Budget, plan and manage outreach activities;
- 2) Ensure compliance with Outreach Policies and Regulations;
- 3) Develop proposals for grants and/or contribute to proposals or funding applications where outreach is involved;
- 4) Develop and implementing outreach and engagement strategies;
- 5) Support Develop long-term plans for community relations and stakeholder engagement;
- 6) Identify partnership opportunities with community groups, businesses, and institutions;
- 7) Monitor and evaluate outreach effectiveness;
- 8) Supervise outreach staff and coordinators;
- 9) Oversee outreach campaigns, events, and public initiatives;
- 10) Ensure consistent messaging across platforms (events, communications, digital outreach);
- 11) Coordinate with marketing, communications, and program Departments;
- 12) Prepare reports on outreach performance and impact;

- 13) Maintain relationships with key stakeholders in community development;
- 14) Represent the Organization at community meetings, conferences, and events;
- 15) Handle community concerns or partnership issues as they arise; and
- 16) Perform any other official duties assigned by the supervisor.

Person Specifications

a) Academic Qualifications

- i) A Master's Degree in either Business Administration (marketing option), or Public Administration or Public Relations, or Mass Communication, or Social Science (economics and sociology), or Community Psychology.
- ii) An Honours Bachelor's Degree in either Public Relations or Mass Communication, or Business Administration (Marketing), or Public Administration (Local Government), or Community Psychology, or Social Work and Social Administration or Social Sciences (sociology), from a recognized training Institution.
- iii) Possession of a PhD in the required discipline is an added advantage.

b) Experience and Competences

- a) Should have at least Eight (8) years of experience in Community Engagement, Public Relations, Outreach Coordination and Stakeholder Management, three (3) of which should have been at a Principal level and above, in a Public Institution or a reputable Private Organization.
- b) The ideal candidate should possess the following attributes;
 - i. Strong leadership and team management;
 - ii. Excellent communication (written & verbal);
 - iii. Strategic thinking and planning;
 - iv. Event planning and coordination;
 - v. Relationship-building and networking;
 - vi. Conflict resolution;
 - vii. Budget management;and
 - viii. Data analysis and reporting.

Job Title	Principal Assistant Academic Registrar-Admissions & Records
Directorate	Academic Registrar
Reports to	Deputy Academic Registrar
Salary Scale	PU5
Supervises	-
Age	Not more than 45 Years of age
Terms of Employment	Permanent
NUMBER OF POSTS	01
REF.NO.	EXT AD/APP/3/03/26

Main purpose of the job

To Organize and coordinate the student's admission process for the University, maintain up-to-date academic records, and organize, coordinate and maintain the examination process in the University.

Duties and Responsibilities

- 1) Liaise with Uganda National Examination Board (UNEB) to verify the names of the qualified Government sponsored students, and disseminate the lists through the various communication channels (MMU website, Notice Boards and any other media of communication) for viewing;
- 2) Plan, organize and coordinate receipt and processing of applications for privately sponsored and foreign students;
- 3) Coordinate the dissemination of admission lists and receipt of admission letters for privately sponsored students;
- 4) Plan and coordinate the registration of the admitted students at the University;
- 5) Plan and coordinate issuing of identity registration and examination cards;
- 6) Submit lists of registered students to the Academic Registrar;
- 7) Participate in planning and preparation of Departmental budget;
- 8) Perform the duties of Secretariat of the admissions related Committees;
- 9) Supervises Staff below him/her, while assessing their performance and identifies training needs, thereafter, recommends appropriate training; and
- 10) Perform any other official duties assigned by the supervisor.

Person Specifications

a) Academic Qualifications

- i) A Master's Degree in either Higher Education Management, or Education Policy and Planning, or Business Administration (Management), or Public Administration and Management, or Information Technology, or Computer Science, or Education (ICT), or Records Management, or Information

Management, or Information Management and Systems, from a recognized training Institution.

ii) An Honours Bachelor's Degree in either Public Administration, or Education, or Business Administration, or Computer Science, or Information Technology, or Social Sciences with Economics, or Records Management, or Information Management, or Information Management Systems, from a recognized Institution.

b) Experience and Competences

a) Should have at least Eight (6) years of experience in Admissions, Academic Administration and University Registry Management, three (3) of which, should have been at a Senior level and above in a Public Institution or reputable Private Organization.

b) The ideal candidate should possess the following attributes;

- i. Strong knowledge of higher education regulations and academic policies;
- ii. Expertise in admissions processes and student records management;
- iii. Strategic planning and analytical skills;
- iv. Data management and reporting proficiency;
- v. High attention to detail and regulatory compliance;
- vi. Leadership and staff management skills;
- vii. Excellent written and verbal communication;
- viii. Strong organizational and problem-solving skills;
- ix. High ethical standards and confidentiality;
- x. Strong decision-making;
- xi. Professional judgment and integrity;
- xii. Ability to manage high-pressure admission cycles;
- xiii. Collaborative approach across Academic and Administrative Departments; and
- xiv. Demonstrated Computer skills.

Job Title	Information Technology Officer (Web Administrator)
Directorate	Information and Communication Technology
Reports to	Senior Information Technology Officer (Systems Administrator)
Salary Scale	PU6.2
Supervises	Technician (s)
Age	Not more than 45 Years of age
Terms of Employment	Permanent
NUMBER OF POSTS	01
REF.NO.	EXT AD/APP/3/04/26

Main purpose of the job

To design, develop, maintain and troubleshoot the University websites and ensure a safe and efficient user experience.

Duties and Responsibilities

- 1) Manage the Website infrastructure by establishing a website, setting up a web host, configuring access for users, establishing news and mail servers, and connecting databases and other back-end components.
- 2) Monitors the performance of the Website by checking metrics such as loading time and memory consumption.
- 3) Provides technical support by constantly maintaining it after setup.
- 4) Creates and updates the Web pages to add content or tweak the layout.
- 5) Evaluates structure and content of the Website by setting basic standards for both graphics and content, checking for quality before uploading components.
- 6) Manages the University's online presence in coordination with the Public Relations office.
- 7) Implements the University's web administrative related policies and procedures.
- 8) Produces templates and designs of various Units web pages.
- 9) Keeps abreast of changes in social media and incorporate these within University systems.
- 10) Ensures integrity of the University's online presence through monitoring Web Servers and their performance.
- 11) Maintains records of who is ultimately responsible for the website they host.
- 12) Administers and monitors access levels including blocking unauthorized access.
- 13) Performs any other official duties assigned by the supervisor.

Person Specifications

a) Academic Qualifications

An Honours Bachelor's Degree in either Information Technology (IT), or Computer Science, or Computer Engineering or any other IT related field, with specialization in web design from a recognized training Institution.

b) Experience and Competences

- i. A Minimum of three (3) years' experience in managing online presence of large Organisations or Institutions of Higher Learning;
- ii. Experience in system design and development;
- iii. Knowledge in web design and maintenance;
- iv. Knowledge in managing Web Servers;
- v. Graphic media;
- vi. Digital media, Communication and Digital marketing;
- vii. Good conceptual skills;
- viii. Results Orientation;
- ix. Initiative and innovation;
- x. Knowledge of open-source software and platforms and relevant programming languages.

Job Title	Lecture Room Attendant
Department	Estates and Works
Reports to	Chief Custodian
Salary Scale	PU15
Supervises	-
Age	Not more than 40 Years of age
Terms of Employment	Permanent
NUMBER OF POSTS	01
REF.NO.	EXT AD/APP/3/05/26

Main purpose of the job

To maintain cleanliness and tidiness in Lecture rooms/ buildings and premises of the University as instructed.

Duties and Responsibilities

1. Sweeps outside Lecture rooms, offices and premises including walkways.
2. Arranges Lecture rooms as required.
3. Keeps Lecture rooms/buildings tidy by ensuring windows, doors, restrooms, walls and furniture are clean.
4. Performs heavy cleaning duties, such as cleaning floors, shampooing rugs and stocking restrooms.
5. Collects and disposes refuse appropriately.

6. Reports any damages to infrastructure or the external environment to the Supervisor.
7. Undertakes any other official cleaning duties outside the offices as instructed by the Supervisor.

Person Specifications

a) Academic Qualifications

- i) Possession of the Uganda Certificate of Education (UCE) with credit in English.

b) Competences

- a) Highly motivated and able to work independently;
- b) Ability to multi-task and establish priorities;
- c) Ability to communicate; and
- c) Team work.

Job Title	Senior Legal Officer- Re advertised
Unit	Legal Services
Reports to	University Secretary
Salary Scale	PU6.1
Age	Not more than 50 years of age
Terms of Employment	Permanent
Number of posts	01
Ref.No.	EXT AD/APP/3/06/26

Main purpose of the job

To advise the University Management and Council on all legal matters.

Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Establish the strategic direction, designs and implementation of policies and procedures for the overall legal function of the University.
- 2) Lead the defence and action of all University legal cases.
- 3) Provide legal expertise to the entire University structure.
- 4) Provide leadership and ensure efficient and effective management of staff and resources in the Legal Unit.
- 5) Plan and direct all aspects of the University's legal affairs and ensures effective execution.
- 6) Review and advise Management on legal implications of internal policies and procedures.

- 7) Conduct due diligence on firms intending to carry out major projects of supply of goods and services to the University as may be directed by the University Secretary.
- 8) Review and draft Contracts, Agreements and ensures that they are in compliance with all Statutory or legal requirements.
- 9) Liaise with the External Lawyers, in consultation with the University Secretary on all cases that are referred to them for action.
- 10) Prepare monthly and quarterly reports to Management.
- 11) Liaise with the Faculties, Directorates and Departments of the University to ensure that legal risks are identified and appropriate legal action taken.
- 12) Prepare Departmental work plans and budgets.
- 13) Conduct legal research that supports drafting of legal submissions and briefs to facilitate defense teams in Court.
- 14) Perform any other official duties assigned from time to time

Person Specifications

Academic Qualifications

- i) Bachelor's Degree in Law (LLB) from a recognized University or Institution of Higher Learning
- ii) Post Graduate Diploma in Legal Practice from Law Development Centre.

Working experience

- i) Should have at least five (5) years relevant working experience, two (2) years of which should be at supervisory level with proven track record in contract negotiation and drafting documents.
- ii) Should be an Advocate of High Court with a valid practicing certificate and ability to synthesize and interpret legal matters, build, lead, and work with teams.

Required Competencies

Should have;

- a) Proven track record of providing accurate and effective legal counsel
- b) In-depth knowledge of Regulatory Frameworks
- c) Leadership and Supervisory skills
- d) Quick judgement and decision making and ability to initiate change.
- e) Excellent skills in Computer literacy and Interpersonal and Communication skills
- f) High integrity with excellent Leadership and People skills.
- g) Computer literacy, with good working knowledge of standard office documentation software and with demonstrable knowledge.

APPLICATION PROCESS

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents below **merged as one document** in PDF to applicationsmarch2026@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 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: 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 application must be received by 5:00 p.m. on **27th March, 2026**. 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.