



INTERNAL ADVERT NO. 1 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: -

POSITION	SALARY SCALE	REFERENCE NO.	VACANCIES
ACADEMIC			
Professor (Food Systems and Nutrition)	PU3	INT AD/APP/01/01/26	01
Associate Professor (Business Administration)	PU4	INT AD/APP/01/02/26	01
Associate Professor (Tourism)	PU4	INT AD/APP/01/03/26	01
Associate Professor (Physical Science)	PU4	INT AD/APP/01/04/26	01
Associate Professor (ICT)	PU4	INT AD/APP/01/05/26	01
Lecturer (Hotel & Hospitality Management)	PU6.1	INT AD/APP/01/06/26	01
Lecturer (Public Health)	PU6.1	INT AD/APP/01/07/26	01
Lecturer (Nursing & Midwifery)	PU6.1	INT AD/APP/01/08/26	01
Lecturer (Geography)	PU6.1	INT AD/APP/01/09/26	01
ADMINISTRATIVE			
Principal Administrative Officer	PU5	INT AD/APP/01/10/26	01
Senior Administrative Officer-Grants	PU6.1	INT AD/APP/01/11/26	01
Senior Assistant Academic Registrar	PU6.1	INT AD/APP/01/12/26	01
Administrative Secretary	PU6.2	INT AD/APP/01/13/26	02
SUPPORT			
Office Attendant	PU15	INT AD/APP/01/14/26	01

A) ACADEMIC POSITIONS

Job Title	Professor (Food Systems and Nutrition)
Department	Food and Nutrition
Reports to	Head of Department
Salary Scale	PU3
Age	Not more than 75 Years of age
Terms of Employment	Permanent/Contract (depending on the age)
REF. NO.	INT AD/APP/01/01/26

Job Purpose

To provide academic and administrative leadership in food systems and nutrition through high-quality teaching, research, innovation, supervision, mentorship and stakeholder engagement.

Key Duties and Responsibilities

1. Provide leadership in teaching, research, innovation, curriculum development, and knowledge transfer.
2. Teach undergraduate and postgraduate courses in relevant disciplines.
3. Supervise and mentor graduate students.
4. Conduct high-impact research and publish in reputable journals.
5. Prepare and secure competitive research grants.
6. Present research findings at conferences, seminars, and related forums, including policy briefs to Government.
7. Build research Teams for collaborative engagements with Partners, Government, Industry, NGOs, and Communities.
8. Participate in academic administration and administrative functions of the University (Planning, Budgeting, Representation on Statutory Committees, strategic initiatives, and supervision of project staff).
9. Perform any other official duties assigned.

Person Specifications

a) Academic Qualifications

- a) PhD Degree in either Food Science, or Nutrition from a recognized awarding Institution.
- b) Master's Degree in either Food Science or Human Nutrition, or Food Science and Technology, from a recognized awarding Institution.
- c) An Honors Bachelor of Science Degree in either Human Nutrition, or Food Science and Technology, from a recognized awarding Institution.

b) Experience

- i) At least Nine (9) years of teaching experience or research in an Institution of Higher Learning, three (3) of which should have been at the level of an Associate Professor or its equivalent.
- ii) Evidence of seven (7) scholarly publications, in the area of specialization within the last five (5) years.
- iii) Supervision of at least seven (7) Graduate students to completion, two (2) of whom at PhD level.
- iv) Proven success in obtaining competitive research grants of at least USD 100,000 as PI or Co-PI within the last five (5) years.

- v) Experience of working with, or engaging with Government Institutions, International partners, Local communities, and Private sector in the domain of food systems and nutrition, and
- vi) Evidence of demonstrable Academic Leadership.

c) Competences

- i) Strong mentorship and talent development
- ii) Demonstrated research grant collaboration abilities
- iii) Ability to uphold high academic honesty and ethical research practices
- iv) Critical thinking, problem-solving and analytical skills
- v) Highly adaptable and resilient
- vi) Excellent communication and presentation skills
- vii) Leadership and Management skills
- viii) Teamwork and collaboration ethos
- ix) Conflict prevention and resolution traits
- x) Accuracy and attention to detail
- xi) Integrity and accountability

Job Title	Associate Professor (Business Administration)
Department	Business Administration
Reports to	Head of Department
Salary Scale	PU4
Age	Not more than 70 Years of age
Terms of Employment	Permanent/Contract (depending on the age)
REF. NO.	INT AD/APP/01/02/26

Job Purpose

To provide academic and administrative leadership in Business Administration through high-quality teaching, research, innovation, supervision, mentorship and stakeholder engagement.

Key Duties and Responsibilities

1. Provide leadership in teaching, research, innovation, curriculum development, and knowledge transfer.
2. Teach undergraduate and postgraduate courses in relevant disciplines.
3. Supervise and mentor graduate students.
4. Conduct high-impact research and publish in reputable journals.
5. Prepare and secure competitive research grants.
6. Present research findings at conferences, seminars, and related forums, including policy briefs to Government.
7. Build research Teams for collaborative engagements with Partners, Government, Industry, NGOs, and Communities.
8. Participate in academic administration and administrative functions of the University (Planning, Budgeting, Representation on Statutory Committees, strategic initiatives, and supervision of project staff).
9. Perform any other official duties assigned

Person Specifications

a) Qualifications

- a) PhD Degree in Business Administration/ Business Management with specialization in either Accounting & Finance, or Accounting, or Finance, or Marketing, or Banking & Finance, or Human Resource Management, or Procurement, from a from a recognized awarding Institution.
- b) Master's Degree in either Business Administration/ Business Management with specialization in either Accounting & Finance, or Accounting, or Finance or Marketing, or Banking & Finance, or Human Resource Management, or Procurement from a recognized awarding Institution.
- c) An Honors Bachelor's Degree in Business Administration (Accounting), (Commerce) or Business Management (Accounting), or Accounting and Finance, or Business Studies with Accounting, from a recognized awarding Institution.

b) Experience

- i) Should have at least seven (7) years of teaching experience or research, in an Institution of Higher Learning, three (3) of which should have been at the level of a Senior Lecturer, or its equivalent.
- ii) Evidence of five (5) recognized publications in the area of specialization within the last five (5) years.
- iii) Supervision of at least five (5) Graduate students to completion, one (1) of whom at PhD level.
- iv) Should have acquired research, or project grants of at least USD 50,000 as a Principal Investigator (PI) within the last five years.
- v) Demonstrable evidence of Academic Leadership.

c) Competences

- i) Strong mentorship, talent development and team-building skills
- ii) Demonstrated research grant collaboration abilities
- iii) Ability to uphold high academic honesty and ethical research practices
- iv) Critical thinking, problem-solving and analytical skills
- v) Highly adaptable and resilient
- vi) Excellent communication and presentation skills
- vii) Leadership and management skills
- viii) Teamwork and collaboration ethos
- ix) Conflict prevention and resolution traits
- x) Accuracy and attention to detail
- xi) Integrity and accountability

Job Title	Associate Professor (Tourism)
Department	Tourism

Reports to	Head of Department
Salary Scale	PU4
Age	Not more than 70 Years of age
Terms of Employment	Permanent/Contract (depending on age)
REF. NO.	INT AD/APP/01/03/26

Job Purpose

To provide academic and administrative leadership in Tourism through high-quality teaching, research, innovation, supervision, mentorship and stakeholder engagement.

Duties and Responsibilities

1. Provide leadership in teaching, research, innovation, curriculum development, and knowledge transfer.
2. Teach undergraduate and postgraduate courses in relevant disciplines.
3. Supervise and mentor graduate students.
4. Conduct high-impact research and publish in reputable journals.
5. Prepare and secure competitive research grants.
6. Present research findings at conferences, seminars, and related forums, including policy briefs to Government.
7. Build research Teams for collaborative engagements with Partners, Government, Industry, NGOs, and Communities.
8. Participate in academic administration and administrative functions of the University (Planning, Budgeting, Representation on Statutory Committees, strategic initiatives, and supervision of project staff).
9. Perform any other official duties assigned

Person Specifications

a) Qualifications

- a) PhD Degree in either Tourism Management, or Hospitality Management, or Leisure Sciences, from a recognized awarding Institution.
- b) Master's Degree in either Tourism and Hospitality Management, or International Hotel Management from a recognized awarding Institution.
- c) An Honors Bachelors Degree in Tourism and Hospitality Management, or Leisure and Recreation or Hotel Operations or Travel and Tourism or International Hotel Management, from a recognized awarding Institution.

b) Experience

- i) Should have at least seven (7) years of teaching or research experience, in an Institution of Higher Learning, three (3) of which

should have been at the level of a Senior Lecturer, or its equivalent.

- ii) Evidence of five (5) recognized publications in the area of specialization within the last five (5) years.
- iii) Supervision of at least five (5) Graduate students to completion, one (1) of whom at PhD level.
- iv) Should have acquired research or project grants of at least USD 50,000 as a Principal Investigator (PI) within the last five years.
- v) Evidence of Academic Leadership

c) Competences

- i) Strong mentorship, talent development and team-building skills
- ii) Demonstrated research grant collaboration abilities
- iii) Ability to uphold high academic honesty and ethical research practices
- iv) Critical thinking, problem-solving and analytical skills
- v) Highly adaptable and resilient
- vi) Excellent communication and presentation skills
- vii) Leadership and management skills
- viii) Teamwork and collaboration ethos
- ix) Conflict prevention and resolution traits
- x) Accuracy and attention to detail
- xi) Integrity and accountability

Job Title	Associate Professor (Information & Communication Technology)
Department	Computer Science
Reports to	Head of Department
Salary Scale	PU4
Age	Not more than 70 Years of age
Terms of Employment	Permanent/Contract (depending on age)
REF. NO.	INT AD/APP/01/04/26

Job Purpose

To provide academic and administrative leadership in Information & Communication Technology through high-quality teaching, research, innovation, supervision, mentorship and stakeholder engagement.

Duties and Responsibilities

1. Provide leadership in teaching, research, innovation, curriculum development, and knowledge transfer.
2. Teach undergraduate and postgraduate courses in relevant disciplines.
3. Supervise and mentor graduate students.
4. Conduct high-impact research and publish in reputable journals.
5. Prepare and secure competitive research grants.

6. Present research findings at conferences, seminars, and related forums, including policy briefs to Government.
7. Build research Teams for collaborative engagements with Partners, Government, Industry, NGOs, and Communities.
8. Participate in academic administration and administrative functions of the University (Planning, Budgeting, Representation on Statutory Committees, strategic initiatives, and supervision of project staff).
9. Perform any other official duties assigned.

Person Specifications

a) Qualifications

- a) PhD Degree in either Computer Science, or Computer Engineering, or Information Technology, or Artificial Intelligence, from a recognized awarding Institution.
- b) Master's Degree in either Computer Science, or Computer Engineering, or Information Technology from a recognized awarding Institution.
- c) An Honors Bachelors Degree in either Computer Science, or Computer Engineering, or Information Technology, from a recognized awarding Institution.

b) Experience

- i) Should have at least seven (7) years of teaching or research experience, in an Institution of Higher Learning, three (3) of which should have been at the level of a Senior Lecturer, or its equivalent.
- ii) Evidence of five (5) recognized publications in the area of specialization within the last five (5) years.
- iii) Supervision of at least five (5) Graduate students to completion, one (1) of whom at PhD level.
- iv) Should have acquired research or project grants of at least USD 50,000 as a Principal Investigator (PI) within the last five years.
- v) Evidence of Academic Leadership

c) Competences

- i) Strong mentorship, talent development and team-building skills
- ii) Demonstrated research grant collaboration abilities
- iii) Ability to uphold high academic honesty and ethical research practices
- iv) Critical thinking, problem-solving and analytical skills
- v) Highly adaptable and resilient
- vi) Excellent communication and presentation skills
- vii) Leadership and management skills

- viii) Teamwork and collaboration ethos
- ix) Conflict prevention and resolution traits
- x) Accuracy and attention to detail
- xi) Integrity and accountability

Job Title	Associate Professor (Physical Sciences)
Department	Physical Sciences
Reports to	Head of Department
Salary Scale	PU4
Age	Not more than 70 Years of age
Terms of Employment	Permanent/Contract (depending on the age)
REF. NO.	INT AD/APP/01/05/26

Job Purpose

To provide academic and administrative leadership in Physical Sciences through high-quality teaching, research, innovation, supervision, mentorship and stakeholder engagement.

Duties and Responsibilities

1. Provide leadership in teaching, research, innovation, curriculum development, and knowledge transfer.
2. Teach undergraduate and postgraduate courses in relevant disciplines.
3. Supervise and mentor graduate students.
4. Conduct high-impact research and publish in reputable journals.
5. Prepare and secure competitive research grants.
6. Present research findings at conferences, seminars, and related forums, including policy briefs to Government.
7. Build research Teams for collaborative engagements with Partners, Government, Industry, NGOs, and Communities.
8. Participate in academic administration and administrative functions of the University (Planning, Budgeting, Representation on Statutory Committees, strategic initiatives, and supervision of project staff).
9. Perform any other official duties assigned.

Person Specifications

a) Qualifications

- a) PhD Degree in either Physics or Mathematics from a recognized awarding Institution.
- b) Master's Degree in either Physics or Mathematics from a recognized awarding Institution.
- c) An Honors Bachelor of Science Degree with Education Physics or Mathematics from a recognized awarding Institution.

b) Experience

- i) Should have at least seven (7) years of teaching or research experience, in an Institution of Higher Learning, three (3) of which should have been at the level of a Senior Lecturer, or its equivalent.
- ii) Evidence of five (5) recognized publications in the area of specialization within the last five (5) years.
- iii) Supervision of at least five (5) Graduate students to completion, one (1) of whom at PhD level.
- iv) Should have acquired research or project grants of at least USD 50,000 as a Principal Investigator (PI) within the last five years.
- v) Evidence of Academic Leadership

c) Competences

- i) Strong mentorship, talent development and team-building skills
- ii) Demonstrated research grant collaboration abilities
- iii) Ability to uphold high academic honesty and ethical research practices
- iv) Critical thinking, problem-solving and analytical skills
- v) Highly adaptable and resilient
- vi) Excellent communication and presentation skills
- vii) Leadership and management skills
- viii) Teamwork and collaboration ethos
- ix) Conflict prevention and resolution traits
- x) Accuracy and attention to detail
- xi) Integrity and accountability

Job Title	Lecturer (Hospitality & Hotel Management)
Department	Hospitality & Hotel Management
Reports to	Head of Department
Salary Scale	PU6.1
Age	Not more than 50 Years of age
Terms of Employment	Permanent/Contract, depending on the PhD status
REF. NO.	INT AD/APP/01/06/26

Job Purpose

To provide quality teaching, undertake research, and community engagement to promote Hospitality and Hotel Management.

Duties and Responsibilities

1. Develop, review, and update course materials, lesson plans, and syllabi in line with current approved curriculum.
2. Prepare and deliver lectures, seminars, and related learning activities for undergraduate and postgraduate students

3. Set, invigilate, mark, and assess coursework, tests, and examinations, and provide timely feedback.
4. Guide, advise and mentor students on academic progress and performances.
5. Conduct original research and publish scholarly work in reputable academic journals, books, or related platforms.
6. Disseminate research findings through conferences, seminars, workshops and webinars.
7. Supervise student projects, theses, dissertations, internships, fieldwork, and placements.
8. Participate in community outreach, serve on committees, and support student outreach programmes.
9. Perform any other official duties as may be assigned from time to time.

Person Specifications

a) Qualifications

- a) PhD Degree in Hospitality Management, or Hotel Management, or Business Administration (Hospitality specialisation), from a recognized awarding Institution, or being on PhD Track.
- b) Master's Degree in either Hospitality Management, or Hotel Management, or Business Administration (Hospitality specialisation), from a recognized awarding Institution.
- c) An Honors Bachelor's Degree in Hospitality Management, or Hotel Management, or Business Administration (Hospitality specialisation), or International Hotel Management, or Catering and Institutional Management, from a recognized awarding Institution.

b) Experience

- i) Should have at least two (2) years of teaching or research experience in an Institution of Higher Learning.
- ii) Evidence of having published a scientific article in the last two (2) years, will be an added advantage.

c) Competences

- i) Innovative teaching methods.
- ii) Digital Literacy
- iii) Excellent communication and presentation skills.
- iv) Critical thinking, problem-solving and analytical skills
- v) Highly adaptable and resilient
- vi) Teamwork and collaboration ethos
- vii) Conflict prevention and resolution traits
- viii) Accuracy and attention to detail
- ix) Integrity and accountability

Job Title	Lecturer (Public Health)
Department	Public Health
Reports to	Head of Department
Salary Scale	PU6.1
Age	Not more than 50 Years of age
Terms of Employment	Permanent/Contract, depending on the PhD status
REF. NO.	INT AD/APP/01/07/26

Job Purpose

To provide quality teaching, undertake research, and community engagement to promote Public Health.

Duties and Responsibilities

1. Develop, review, and update course materials, lesson plans, and syllabi in line with current approved curriculum.
2. Prepare and deliver lectures, seminars, and related learning activities for undergraduate and postgraduate students
3. Set, invigilate, mark, and assess coursework, tests, and examinations, and provide timely feedback.
4. Guide, advise and mentor students on academic progress and performances.
5. Conduct original research and publish scholarly work in reputable academic journals, books, or related platforms.
6. Disseminate research findings through conferences, seminars, workshops and webinars.
7. Supervise student projects, theses, dissertations, internships, fieldwork, and placements.
8. Participate in community outreach, serve on committees, and support student outreach programmes.
9. Perform any other official duties as may be assigned from time to time.

Person Specifications

a) Qualifications

- a) PhD Degree in either Public Health, or Environmental Health, or Epidemiology, from a recognized awarding Institution, or being on PhD Track.
- b) Master's Degree in Public Health, or Environmental Health, or Epidemiology, from a recognized awarding Institution.
- c) An Honors Bachelor's Degree in Public Health, or Environmental Health or Medicine/Surgery, or Nursing & Midwifery from a recognized awarding Institution.

d) Registration with relevant professional body.

b) Experience

- i) Should have at least two (2) years of teaching or research experience in an Institution of Higher Learning.
- ii) Evidence of having published a scientific article in the last two (2) years, will be an added advantage.

c) Competences

- i) Innovative teaching methods.
- ii) Digital Literacy
- iii) Excellent communication and presentation skills.
- iv) Critical thinking, problem-solving and analytical skills
- v) Highly adaptable and resilient
- vi) Teamwork and collaboration ethos
- vii) Conflict prevention and resolution traits
- viii) Accuracy and attention to detail
- ix) Integrity and accountability

Job Title	Lecturer (Nursing & Midwifery)
Department	Nursing & Midwifery
Reports to	Head of Department
Salary Scale	PU6.1
Age	Not more than 50 Years of age
Terms of Employment	Permanent/Contract, depending on the PhD status
REF. NO.	INT AD/APP/01/08/26

Job Purpose

To provide quality teaching, undertake research, and community engagement to promote Nursing & Midwifery.

Duties and Responsibilities

1. Develop, review, and update course materials, lesson plans, and syllabi in line with current approved curriculum.
2. Prepare and deliver lectures, seminars, and related learning activities for undergraduate and postgraduate students
3. Set, invigilate, mark, and assess coursework, tests, and examinations, and provide timely feedback.
4. Guide, advise and mentor students on academic progress and performances.
5. Conduct original research and publish scholarly work in reputable academic journals, books, or related platforms.
6. Disseminate research findings through conferences, seminars, workshops and webinars.
7. Supervise student projects, theses, dissertations, internships, fieldwork, and placements.

8. Participate in community outreach, serve on committees, and support student outreach programmes.
9. Perform any other official duties as may be assigned from time to time.

Person Specifications

a) Qualifications

- a) Master's Degree in either Nursing, or Midwifery, from a recognized awarding Institution.
- b) An Honors Bachelor's Degree in either Nursing, or Midwifery, or Nursing & Midwifery, or Nursing Science, from a recognized awarding Institution.
- c) PhD in Nursing, or Midwifery, from a recognized awarding Institution, or being on PhD Track is added advantage.
- d) Registration with the National Nursing and Midwifery regulatory body (Uganda Nurses and Midwives Council).
- e) Valid Practicing License.

b) Experience

- i) Should have at least two (2) years of teaching or research experience in an Institution of Higher Learning.
- ii) Evidence of having published a scientific article in the last two (2) years, will be an added advantage.

c) Competences

- i) Innovative teaching methods.
- ii) Digital Literacy
- iii) Excellent communication and presentation skills.
- iv) Critical thinking, problem-solving and analytical skills
- v) Highly adaptable and resilient
- vi) Teamwork and collaboration ethos
- vii) Conflict prevention and resolution traits
- viii) Accuracy and attention to detail
- ix) Integrity and accountability

Job Title	Lecturer (Geography)
Department	Social Sciences
Reports to	Head of Department
Salary Scale	PU6.1
Age	Not more than 50 Years of age
Terms of Employment	Permanent/Contract, depending on the PhD status
REF. NO.	INT AD/APP/01/09/26

Job Purpose

To provide quality teaching, undertake research, and community engagement to promote Geography.

Duties and Responsibilities

1. Develop, review, and update course materials, lesson plans, and syllabi in line with current approved curriculum.
2. Prepare and deliver lectures, seminars, and related learning activities for undergraduate and postgraduate students
3. Set, invigilate, mark, and assess coursework, tests, and examinations, and provide timely feedback.
4. Guide, advise and mentor students on academic progress and performances.
5. Conduct original research and publish scholarly work in reputable academic journals, books, or related platforms.
6. Disseminate research findings through conferences, seminars, workshops and webinars.
7. Supervise student projects, theses, dissertations, internships, fieldwork, and placements.
8. Participate in community outreach, serve on committees, and support student outreach programmes.
9. Perform any other official duties as may be assigned from time to time.

Person Specifications

a) Qualifications

- a) PhD Degree in Geography from a recognized awarding Institution, or being on PhD Track.
- b) Master's Degree in Geography from a recognized awarding Institution.
- c) An Honors Bachelor of Arts Degree with Education (majoring in Geography) from a recognized awarding Institution.

b) Experience

- i) Should have at least two (2) years of teaching, or research experience in an Institution of Higher Learning.
- ii) Evidence of having published a scientific article in the last two (2) years, will be an added advantage.

c) Competences

- i) Innovative teaching methods.
- ii) Digital Literacy
- iii) Excellent communication and presentation skills.

- iv) Critical thinking, problem-solving and analytical skills
- v) Highly adaptable and resilient
- vi) Teamwork and collaboration ethos
- vii) Conflict prevention and resolution traits
- viii) Accuracy and attention to detail
- ix) Integrity and accountability

B) ADMINISTRATIVE POSITIONS

Job Title	Principal Administrative Officer
Office	Office of the Vice Chancellor
Reports to	Vice Chancellor
Salary Scale	PU5
Age	Not more than 45 years of age
Terms of Employment	Permanent
REF. NO.	INT AD/APP/01/10/26

Purpose of the Job

To manage and coordinate administrative operations in the Office of the Vice Chancellor.

Duties and Responsibilities

1. Supervise, and mentor administrative and support staff.
2. Provide administrative support to the office of the Vice Chancellor and Senior Management.
3. Coordinate activities within the Office of the Vice Chancellor and liaise with other Departments.
4. Prepare, manage, and control administrative budgets and expenditures for the office of the Vice Chancellor in line with approved plans.
5. Coordinate procurement processes in the Office of the Vice Chancellor and ensure proper utilization, accountability, and cost-effective use of resources.
6. Manage records, documentation systems, data security, and confidentiality of official information in the Office of the Vice Chancellor.
7. Supervise office facilities, equipment, transport, logistics, and inventory management systems in the Office of the Vice Chancellor.
8. Prepare and submit periodic administrative, management, and performance reports in the office of the Vice Chancellor.
9. Ensure compliance with audit requirements, legal obligations, and other regulatory standards in the Office of the Vice Chancellor.
10. Perform any other official duties as may be assigned from time to time.

Person Specifications

a) Qualifications

- a) Master’s Degree in Public Administration, or Business Administration (Management option), from a recognized Institution.

- b) An Honors Bachelor’s Degree in Public Administration, or Business Administration (Management option), or Management, or Arts (with an additional qualification in Public Administration), from a recognized Institution; and

b) Experience

- i. At least five (5) years of administrative work experience, three (3) of which should be at the level of Senior Administrative Officer in Government or a reputable organization.

- ii. Evidence of having served in a University setting, or similar role, will be an added advantage.

c) Competences

- i) Team building and management
- ii) Analytical thinking and problem-solving
- iii) Strong communication and presentation skills
- iv) Interpersonal skills
- v) Planning and budgeting
- vi) Organizational and multi-tasking abilities
- vii) Accuracy and attention to detail
- viii) Integrity and accountability

Job Title	Senior Administrative Officer-Grants
Directorate	Office of the Vice Chancellor
Reports to	Principal Administrative Officer
Salary Scale	PU6.1
Age	Not more than 45 Years of age
Terms of Employment	Permanent
REF. NO.	INT AD/APP/01/11/26

Purpose of the Job

To provide administrative support to the Office of the Vice Chancellor in grants mobilization and management.

Duties and Responsibilities

1. Draft, receive and process correspondences, official communications and periodic reports on grants.
2. Coordinate travel schedules, meetings, and logistics for partnership and grant-related activities involving the Vice Chancellor.
3. Liaise with the University Grants Office and other relevant units to coordinate donor relations, project oversight, and compliance.

4. Maintain an updated inventory of externally funded projects, grants, and partnerships.
5. Monitor and track implementation progress of externally funded projects and provide regular updates.
6. Coordinate effective communication and relationships between the Office of the Vice Chancellor, project teams, donors, and external partners.
7. Explore opportunities for relevant conferences, trade shows, and networking events that support the University's partnership and fundraising agenda.
8. Coordinate internal and external Audit, periodic monitoring and evaluation of grants.
9. Ensure that Memoranda of Understandings (MoUs), Memoranda of Agreements (MoAs), grant contracts, and related agreements are processed, documented, and archived in a timely manner.
10. Perform any other official duties as may be assigned from time to time.

Person Specifications

a) Qualifications

- i) An Honors Bachelor's Degree in either Public Administration, Development Studies, or Arts (Social Sciences), International Relations, Project Management, or Business Administration from a recognized Institution; and
- ii) Post Graduate Diploma in either Project Management or Project Planning and Management from a recognized Institution.
- iii) Master's Degree in either Public Administration, Arts (Social Sciences), International Relations, Project Management, or Business Administration from a recognized institution is added advantage.
- iv) Experience with donor systems is an added advantage.

b) Experience

- i) Work experience of at least three (3) years in Grants Management in an International, donor-funded, or Development Cooperation environment.
- ii) Experience in Project management tools and partnership databases.
- iii) Experience in virtual meeting platforms.

c) Competences

- i) Knowledge of donor requirements (e.g., EU, USAID, World Bank, UN Agencies, and other research funding bodies).
- ii) Excellent Organisational skills
- iii) Analytical and critical thinking
- iv) Strong report writing and communication skills
- v) Accuracy and attention to detail
- vi) Integrity and accountability

Job Title	Senior Assistant Academic Registrar - Faculty
Directorate	Science, Technology and Innovation
Reports to	Faculty Dean

Salary Scale	PU6.1
Age	Not more than 45 Years of age
Terms of Employment	Permanent
REF. NO.	INT AD/APP/01/12/26

Purpose of the Job:

To provide administrative support in the teaching and learning processes of the Faculty.

Duties and Responsibilities

- 1) Support admissions and registration processes and provide academic guidance to students on programmes and course requirements.
- 2) Coordinate teaching and learning through dissemination of timetables, monitoring of curriculum coverage, preparation of examinations, coordination of invigilation and compilation of results.
- 3) Manage Faculty-level academic records, including student registration, results and progression data.
- 4) Prepare and submit Faculty academic reports, including enrolment, performance and teaching load data.
- 5) Serve as Secretary to Faculty Board and support academic committees within the Faculty.
- 6) Ensure communication and implementation of academic policies, procedures and schedules within the Faculty.
- 7) Monitor compliance with academic standards and support accreditation and quality assurance processes.
- 8) Perform any other duties assigned by the supervisor.

Person Specifications

a) Academic Qualifications

a) 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) Post Graduate Diploma in Public Administration and Management or Education from a recognized Institution.

c) 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 is added advantage.

b) Experience and Competences

Should have at least three (3) years of experience in Academic Administration in an Institution of Higher Learning.

c) Competences

- i) Good interpersonal and communication skills
- ii) High level of integrity
- iii) Ability to pay attention to detail
- iv) Demonstrated Computer skills

Job Title	Administrative Secretary
Department	Public Health
Reports to	Head of Department
Salary Scale	PU6.2
Age	Not more than 45 Years of age
Terms of Employment	Permanent
REF. NO.	INT AD/APP/01/13/26

Purpose of the Job

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

Duties and Responsibilities

- 1) Take initiative and coordinate work flows on behalf of the Head of Department.
- 2) Update and follow up on delegated tasks to ensure progress to deadlines;
- 3) Maintain procedures manual to ensure consistent performance of routines;
- 4) Draft correspondences/reports for Head of Department's signature;
- 5) Maintain diary and ascertain which events require the Head of Departmental presence;
- 6) Prepare agenda and meeting facilities for meetings to be chaired by the Head of Department, prepare and circulate action minutes;
- 7) Receive and guide visitors/clients to the Head of Department
- 8) Prepare and submit work plans and budget estimates for the administrative functions of the Department.
- 9) Supervise and appraise the performance of support staff of the Department.
- 10) Perform any other duties as may be assigned from time-to-time

Person Specifications

a) Qualifications

a) An Honors Bachelor's Degree in either Social Sciences or Arts or Public Administration or Human Resource Management or Social Work and Social Administration or Business Administration or Secretarial Management,

Office and Information Management or Administrative & Secretarial Science from a recognized Institution.

b) Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook) is added advantage.

b) Competences

- i) Ability to handle clients in a courteous manner
- ii) Time management.
- iii) Ability to operate standard office equipment.
- iv) Interpersonal and communication skills.
- v) Accuracy and attention to detail
- vi) Integrity and accountability

C) SUPPORT POSITIONS

Job Title	Office Attendant
Department	Tourism
Reports to	Head of Department
Salary Scale	PU15
Age	Not more than 30 Years of age
Terms of Employment	Permanent
REF. NO.	INT AD/APP/01/14/26

Job Purpose

To maintain office cleanliness and provide routine support services as assigned.

Key Duties and Responsibilities

1. Clean and organize office premises.
2. Deliver and collect documents, mail, and office items.
3. Prepare and serve refreshments.
4. Operate basic office equipment as instructed.
5. Clean utensils and related items.
6. Perform any other official duties assigned.

Person Specifications

a) Qualifications

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

b) Competences

- i) Time Management
- ii) Communication
- iii) Accuracy and attention to detail
- iv) Integrity and accountability

APPLICATION PROCESS

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents below **merged as one document** in PDF to applicationsmay2026@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. Copies of relevant Appointment and Confirmation letter (s).
4. Copy of National Identity Card
5. Details of the physical address, telephone contact and email address.
6. 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
Fort Portal City, Uganda.

The application must be received by 5:00 p.m. on **May 18, 2026**. MMU is an equal opportunity employer, and appointments to all positions are based on merit. **Only shortlisted candidates will be contacted.** Females and persons with disabilities are encouraged to apply.

Heights for Progress