



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY

P.O. Box 1410, Mbarara Uganda. Tel: +256 4856 60208; Fax: +256 4854 20782

EXTERNAL ADVERT NO. 3/2024 - JOB OPPORTUNITIES

Mbarara University of Science and Technology (MUST) is a Ugandan Public University located in Western Uganda, Mbarara City, 7kms on Mbarara-Bushenyi road.

MUST's vision is to be a Center of Academic and Professional Excellence in Science and Technology. In order to achieve this vision, MUST is building a team of highly qualified and skilled persons who can ably contribute to providing quality and relevant education at the national and international levels with particular emphasis on science and technology and its application to community development.

Applications are therefore invited from suitably qualified Ugandans to fill vacant positions that exist in MUST. Applicants are required to use the application form which should be downloaded from the website www.must.ac.ug. In addition, they should indicate three names, telephone contacts and e-mail addresses of professional referees. Applicants should request at least two of the referees to separately send sealed confidential reference letters attesting to the applicant's competences for the job applied for before the closing of the advert.

Applications should be submitted to the address below not later than **Friday, 2nd August, 2024 at 5.00 pm East African time.**

The Chief Human Resources Officer,
Mbarara University of Science and Technology,
P.O Box 1410, Mbarara
Email: appointments@must.ac.ug

Hard copy applications should be delivered to:
Central Registry,
Ground Floor,
Estates and Works Block,
Kihumuro Campus,
Mbarara (7kms on Mbarara- Bushenyi Road)

Note: Only short-listed candidates shall be contacted.

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DEPARTMENT:**PROCUREMENT AND DISPOSAL****Position:**

Principal Procurement Officer

Salary Scale:

PU5 NTNS

Reports to:

University Secretary

Number of posts:

One (01).

Tenure of Appointment:

Permanent subject to successful completion of six months probationary period.

Purpose of the Job:

To plan, coordinate, manage and implement the procurement and disposal of goods, works and services for the University to ensure value for money.

Duties and Responsibilities:

The incumbent shall perform the following roles:

1. Facilitating and providing technical support on procurement policy review, procurement planning processes, budgetary control of the Unit and disposal of public assets of the University.
2. Developing and implementing effective and efficient procurement policies and systems Coordinating procurement planning and consolidating the annual procurement plan for the University.
3. Preparing periodic reports for the Contracts Committee, PPDA and any other authority as may be required by the Accounting Officer.
4. Enforcing conformity and compliance with Government procurement laws and regulations.
5. Providing timely advice to the Accounting Officer, Contracts Committee, and University staff on matters pertaining to procurement.
6. Coordinate the training and developing of capacity of members of the Contracts Committee; and staff of procurement Unit.
7. Evaluating all procurement requirements and recommending the most appropriate procurement procedure/method.



8. Reviewing Procurement Audit reports to ensure compliance and conformity with legal and regulatory framework governing the procurement and disposal of public assets,
9. Coordinating, monitoring and appraising the contracts management process in the entity.
10. Performing any other related duties that may be assigned from time to time.

Qualifications and experience:

1. Fully qualified professional with CIPS.
2. A Master's degree in Procurement/Purchasing and Supplies or Business Administration (with a bias in Procurement and Supplies) or Commerce (with a bias in Procurement and Supplies).
3. An Honors Bachelor's degree in Procurement/Purchasing and Supplies or Business Administration (with a bias in Procurement and Supplies) or Commerce (with a bias in Procurement and Supplies).
4. Should have at least ten (10) years post-qualification progressive experience in procurement and disposal, three (3) of which should have been served at a senior procurement level (preferably as a head of a procurement function) in a public or reputable private organization or University.
5. Experience of e-procurement shall be an added advantage.
6. Must be well conversant with government procurement procedures and systems. Experience with donor funding will be an added advantage,
7. Should not be above 50 years at the time of application.

Required competences:

1. Industrious and self-driven.
2. Ready to work long hours.
3. Track record of high integrity.
4. Computer Literacy.
5. Strong interpersonal and Communication Skills.
6. Results oriented.

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7. Strong team player with leadership skills.

DEPARTMENT:

ESTATES AND WORKS

Position:

Senior Estates Officer

Salary Scale:

PU6.1(NTS)

Reports to:

The Chief Estates and Works Officer

Number of posts:

One (01).

Tenure of Appointment:

Permanent subject to successful completion of six months probationary period.

Purpose of the job:

To sure that the engineering and building services are maintained and operated efficiently and effectively.

Duties and responsibilities:

1. Managing properties owned by or rented by MUST, including maintaining an inventory, tenancy agreements, utility consumption records, repair and maintenance records, and advising the Chief Estates Officer of the due date of expiry of tenancy agreements so that they are promptly renewed or new tenants sourced.
2. Facilitating resolution of disputes among tenants, where applicable.
3. Leading and ensuring that all assets are appropriately labelled or branded and an inventory maintained.
4. Inspecting the properties to determine their repair requirements, including designing, budgeting, supervising and coordinating renovation and maintenance works.
5. Ensuring that all equipment and installations are maintained in good working condition and overseeing the rectification of any faults or defects that may occur.



6. Liaising with the Security Unit to ensure that the properties and the occupants are kept secure at all times.
7. Coordinating the collection, temporary storage and prompt and safe disposal of all solid waste, waste water and storm water in a timely, safe and appropriate manner.
8. Liaising with utilities providers for prompt settlement of bills.
9. Liaising with utilities providers to attend to any faults that may arise.
10. Identifying assets that are due for disposal and ensuring that they are safely stored until authority to dispose them is secured.
11. Participating in the procurement process for works and services of development and by providing input in the preparation of statement of requirements, bid evaluation and subsequently participating in contract management during implementation of the contracts.
12. Performing any other duties as assigned from time to time.

Qualifications and Experience:

1. An honor's Degree in Bachelors of Science in Civil Engineering from a recognized University.
2. Membership of the Uganda Institute of Professional Engineers at (Corporate membership level) or graduate Membership level for at least 4 years.
3. Postgraduate diploma in Project Planning and Management from a recognized Institution.
4. Possession of a Certificate in Occupational Health and Safety from a recognized Institution shall be an added advantage.
5. Should have worked for at least six (6) years after attaining a first degree, three (3) of which should have been served as Estates Officer or Maintenance Engineer or equivalent level in a reputable organization.
6. Should not be above 50 years of age at the time of application.

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Key Competences:

1. Knowledge of relevant Procurement & Disposal processes and contract management.
2. Use of Information Technology and use of design software for engineers
3. Concern for quality and standards.
4. Ethics and integrity.
5. Teamwork.

FACULTY: MEDICINE**DEPARTMENT:** Physiology**Position:** Associate Professor**Salary Scale:** M4 (TS)**Reports to:** Head of Department**Number of posts:** One (1)**Tenure of Appointment:** Permanent, subject to successful completion of 6 months' probation.**Qualifications and experience:**

The applicant must meet the following criteria:

1. Master of Medicine in Physiology.
2. PhD or PhD track shall be an added advantage.
3. At least eleven (11) peer-reviewed publications; or eleven (11) published peer-reviewed book chapters; or two (2) published peer-reviewed books with ISBNs in Physiology.
4. At least three (03) publications as first-author; or three (3) book chapters; or the two (2) published books with ISBNs should have been published in the last five (5) years at the time of application.
5. Supervision of at least three (03) graduate students to completion, at least one (1) of whom should be at PhD level or five (05) publications (not part of those in requirement 3 above) in lieu of supervision of graduate students.



6. Evidence of pedagogical or mentorship skills.
7. Valid practicing license from Uganda Medical and Dental Practitioners Council.
8. Membership to national or regional professional bodies for Physiology specialists will be an added advantage.
9. Should not be above 50 years of age at the time of application.

Duties and Responsibilities:

1. Teaching, engaging, informing, and inspiring staff and students through lectures, tutorials, seminars and clinical demonstrations.
2. Developing innovative teaching materials for physical and online delivery to undergraduate and postgraduate students.
3. Carrying out clinical instruction to students on the ward, clinics and operating rooms.
4. Carrying out clinical work in the department (ward rounds, on call duties and theatre).
5. Supervising undergraduate and graduate students undertaking research projects.
6. Conducting high impact research and effectively disseminating research findings.
7. Assessing and evaluating students' work, grading of examinations and compiling results.
8. Contributing to the planning, development and evaluation of academic programs in the Department / Faculty.
9. Assisting in marketing Departmental programs, as required.
10. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
11. Contributing to the University and wider society through community service.
12. Writing proposals to attract resources and partnerships to the Department.
13. Mentoring junior staff and students in academic, clinical and research aspects.
14. Performing any other duties assigned from time to time by the Head of Department or Faculty and University Management.

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FACULTY:	SCIENCE
Department:	Education Foundations and Psychology
Position:	Lecturer (Curriculum Studies) – Re-advertised
Salary Scale:	PU6.1 (TNS)
Number of Posts:	One (01)
Reports to:	Head of Department
Tenure of Appointment:	Permanent, subject to successful completion of 6 months' probation.

Qualifications:

1. PhD or PhD Track in Curriculum Studies.
2. Master's Degree in Curriculum Studies.
3. Bachelor of Science or Arts with Education (Minimum of a Second Class Upper) from a recognized University.
4. Must not be above 40 years of age at the time of application.

Duties and Responsibilities:

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, and seminars.
2. Developing innovative teaching materials for physical and online delivery to undergraduate and postgraduate students.
3. Supervising undergraduate and postgraduate students undertaking research projects.
4. Conducting high impact research and disseminating research findings.
5. Assessing and evaluating students' work, compiling and grading of examinations results.



6. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
7. Contributing to the marketing of Departmental programs.
8. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
9. Contributing to the University and wider society through community service.
10. Writing proposals for attracting resources to the Department.
11. Mentoring junior staff and students.
12. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

DEPARTMENT: **PHYSICS**

Position: Assistant Lecturer (Physics)

Salary Scale: PU6.2 (TS)

Number of posts: One (1)

Reports to: Head of Department

Tenure of Appointment: Four (4) years contract renewable once.

Qualifications:

- a) Master of Science in Physics.
- b) A first class or Second-class upper division bachelor of science degree in Physics or Engineering, or Bachelor of Science with Education Majoring in Physics. Applicants with a second class lower **but** who possess a PhD may apply.
- c) Must not be above 35 years of age at the time of application.

Duties and Responsibilities:

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, seminars or laboratory demonstrations.
2. Developing innovative teaching materials for physical and online delivery to undergraduate and postgraduate students.
3. Supervising undergraduate students undertaking research projects.
4. Conducting high impact research and disseminating research findings.
5. Assessing and evaluating students' work, compiling and grading of examinations results.
6. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
7. Contributing to the marketing of Departmental programs.
8. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
9. Contributing to the University and wider society through community service.
10. Writing proposals for attracting resources to the Department.
11. Mentoring junior staff and students.
12. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

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