



# **MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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

## **INTERNAL ADVERT No. 4/2023**

### **PROMOTIONAL OPPORTUNITIES**

Applications are invited from suitably qualified members of staff of MUST to fill vacant positions that exist in the University Service. Applicants are required to submit their applications accompanied by detailed CVs, copies of all relevant academic documents, appointment letters and other employment documents. For publications, the applicant should attach a detailed list but not the publications themselves.

The applications should be addressed to the Chief Human Resources Officer and submitted at the address below not later than Friday 15<sup>th</sup> September, 2023 at **5.00 pm**.

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

Hard copy applications should be delivered to:  
Central Registry,  
Ground Floor,  
Estates and Works Block,  
**KIHUMURO CAMPUS**

**The Advert may also be accessed on the MUST website [www.must.ac.ug](http://www.must.ac.ug).**

***Note: Only short-listed candidates will be contacted***

<b>FACULTY:</b>	<b>ALL FACULTIES</b>
<b>DEPARTMENT:</b>	<b>All Departments</b>
<b>Position:</b>	Professor/Research Professor
<b>Salary Scale:</b>	PU3
<b>Reports to:</b>	Head of Department
<b>Number of posts:</b>	Three (3)
<b>Tenure of Appointment:</b>	Permanent

### **Qualifications and experience**

Please refer to section 4.4.1; 4.4.2; and 4.4.4 of the MUST Human Resources Manual 2018 (as amended in 2023) for academic qualifications, publications, and supervision requirements. In addition, the applicant should provide the following:

1. Evidence of contribution to community service.
2. Registration with the relevant professional body (where applicable).
3. Valid practicing license (where applicable).
4. Should be at the level of Associate Professor and is on government payroll.
5. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

### **Duties and Responsibilities:**

1. Teaching, engaging, informing, and inspiring staff and students through classroom, online delivery and ward through lectures, tutorials, seminars and clinical demonstrations (where applicable).
2. Developing required teaching material for both classroom and online delivery.
3. Carrying out clinical instruction to students on the ward, clinics and operating rooms (where applicable)
4. Carrying out clinical work in the department (ward rounds, on call duties and theatre) where applicable.



5. Supervising students undertaking research projects.
6. Conducting research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
9. Assisting in marketing Departmental programs.
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 to the Department.
13. Mentoring junior staff and students in academic and clinical aspects.
14. Any other duties assigned from time to time by the Head of Department or Faculty.

**Note:** The above duties may vary if the incumbent is a Research Professor.

**FACULTY:**

**MEDICINE**

**Position:**

Senior Lecturer (Nursing)

**Salary Scale:**

PU5

**Reports to:**

Head of Department

**Number of posts:**

One (01)

**Tenure of Appointment:**

Permanent

**Qualifications and experience:**

1. Master's degree in Nursing Science or Health Related Sciences.
2. PhD in the relevant field or PhD track shall be an added advantage.
3. At least seven (07) peer-reviewed publications; or seven (07) published peer-reviewed book chapters; or one (01) peer reviewed published book with an ISBN, in a nursing related area of specialization.

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4. At least two (02) publications as first author; or two (02) published book chapters; or one (01) published book with an ISBN since the last promotion or appointment.
5. Supervision of at least two (02) graduate students of MUST to completion since the last promotion or appointment.
6. Evidence of Community Service.
7. Evidence of contribution to community service.
8. Registration with the Uganda Nurses and Midwives Council.
9. Valid practicing license.
10. Must have served as a full time Lecturer in the department of Nursing and is on government payroll.
11. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

#### **Duties and Responsibilities:**

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials and 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 postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning 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 for attracting resources to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

**DEPARTMENT:** PATHOLOGY

**Position:** Senior Lecturer (Pathology)

**Salary Scale:** PU5

**Reports to:** Head of Department

**Number of posts:** One (01)

**Tenure of Appointment:** Permanent

**Qualifications and experience:**

1. A Master's degree in Medicine Specializing in Pathology.
2. PhD in the relevant field or PhD track shall be an added advantage.
3. At least seven (07) peer-reviewed publications; or seven (07) published peer-reviewed book chapters; or one (01) peer reviewed published book with an ISBN, in a Pathology related area of specialization.
4. At least two (02) publications as first author; or two (02) published book chapters; or one (01) published book with an ISBN since the last promotion or appointment.
5. Supervision of at least two (02) graduate students of MUST to completion since the last promotion or appointment.
6. Evidence of Community Service.
7. Evidence of contribution to community service.
8. Registration with the Uganda Medical and Dental Practitioners Council.
9. Valid practicing license.



10. Must have served as a full time Lecturer in the department of Pathology and is on government payroll.
11. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

**Duties and Responsibilities:**

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials and 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 postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
9. Assisting in marketing Departmental programs.
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 to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

<b>Position:</b>	Lecturer (Pathology)
<b>Salary Scale:</b>	PU6.1 (TS)
<b>Reports to:</b>	Head of Department
<b>Number of posts:</b>	One (01).
<b>Tenure of Appointment:</b>	Permanent.

**Qualifications and experience:**

1. Master's degree in Medicine Specializing in Pathology.
2. Bachelors in Medicine and Bachelors in Surgery.
3. PhD or being on PhD track in the relevant field shall be an added advantage.
4. Evidence of contribution to community service.
5. Registration with Uganda Medical and Dental Practitioners Council.
6. Valid Practicing License.
7. Must have served as a full time Assistant Lecturer in the department of Pathology and is on government payroll.
8. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

**Duties and Responsibilities:**

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, seminars and clinical or laboratory 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 postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.

7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning 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 to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

<b>Position:</b>	Lecturer (Emergency Medicine)
<b>Salary Scale:</b>	PU6.1 (TS)
<b>Reports to:</b>	Head of Department
<b>Number of posts:</b>	One (01).
<b>Tenure of Appointment:</b>	Permanent

**Qualifications and experience:**

1. Master's degree in Medicine Specializing in Emergency Medicine.
2. Bachelors in Medicine and Bachelors in Surgery.
3. PhD or being on PhD track in the relevant field shall be an added advantage.
4. Evidence of contribution to community service.
5. Registration with Uganda Medical and Dental Practitioners Council.
6. Valid Practicing License.
7. Must have served as a full time Assistant Lecturer in the department of Pathology and is on government payroll.
8. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

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## **Duties and Responsibilities:**

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, seminars and clinical or laboratory 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 postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
9. Assisting in marketing Departmental programs.
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 to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

<b>Position:</b>	Lecturer (Anesthesia)
<b>Salary Scale:</b>	PU6.1 (TS)
<b>Reports to:</b>	Head of Department
<b>Number of posts:</b>	One (01).
<b>Tenure of Appointment:</b>	Permanent.

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### **Qualifications and experience:**

1. Master's degree in Medicine Specializing in Anesthesia.
2. Bachelors in Medicine and Bachelors in Surgery.
3. PhD or being on PhD track in the relevant field shall be an added advantage.
4. Evidence of contribution to community service.
5. Registration with Uganda Medical and Dental Practitioners Council.
6. Valid Practicing License.
7. Must have served as a full time Assistant Lecturer in the department of Anesthesia and is on government payroll.
8. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

### **Duties and Responsibilities:**

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, seminars and clinical or laboratory 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 postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
9. Assisting in marketing Departmental programs.
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 attract resources to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

<b>Position:</b>	Lecturer (Pediatrics and Child Health)
<b>Salary Scale:</b>	PU6.1 (TS)
<b>Reports to:</b>	Head of Department
<b>Number of posts:</b>	One (01).
<b>Tenure of Appointment:</b>	Permanent.

**Qualifications and experience:**

1. Master's degree in Medicine Specializing in Pediatrics and Child Health.
2. Bachelors in Medicine and Bachelors in Surgery.
3. PhD or being on PhD track in the relevant field shall be an added advantage.
4. Evidence of contribution to community service.
5. Registration with Uganda Medical and Dental Practitioners Council.
6. Valid Practicing License.
7. Must have served as a full time Assistant Lecturer in the department of Pediatrics and Child Health and is on government payroll.
8. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

**Duties and Responsibilities:**

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, seminars and clinical or laboratory 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 postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
9. Assisting in marketing Departmental programs.
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 to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

<b>Position:</b>	Lecturer (Anatomy)
<b>Salary Scale:</b>	PU6.1 (TS)
<b>Reports to:</b>	Head of Department
<b>Number of posts:</b>	One (01)
<b>Tenure of Appointment:</b>	Permanent

**Qualifications and experience:**

1. PhD or being on PhD track in Anatomy.
2. Master's degree in Anatomy, Surgery, Dental Surgery, Or Orthopedic Surgery.
3. Bachelors in Medicine and Bachelors in Surgery, Veterinary, Dental Surgery, Zoology or related discipline.
4. Evidence of contribution to community service.

5. Must have served as a full time Assistant Lecturer in the Department of Anatomy and is on the government payroll.
6. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

**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 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. Assisting in marketing 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 to attract 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.

<b>Position:</b>	Lecturer (Microbiology)
<b>Salary Scale:</b>	PU6.1 (TS)
<b>Reports to:</b>	Head of Department
<b>Number of posts:</b>	One (02)
<b>Tenure of Appointment:</b>	Permanent



### **Qualifications and experience:**

1. PhD or being on PhD track in Microbiology.
2. Master's degree in Microbiology.
3. Evidence of contribution to community service.
4. Must have served as a full time Assistant Lecturer in the Department of Microbiology and is on the government payroll.
5. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

### **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 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. Assisting in marketing 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.

## OFFICE OF THE UNIVERSITY SECRETARY

<b>Position:</b>	Security Guard Supervisor
<b>Salary Scale:</b>	PU12 (NTNS)
<b>Reports to:</b>	Assistant Security Officer
<b>Number of posts:</b>	One (1)
<b>Tenure of Appointment:</b>	Permanent

### **Qualifications and Experience**

1. A Diploma in Public Administration, Management, Law or any other related field from a recognized institution.
2. Security Training from a recognized security organization.
3. Working experience of at least three years providing security services in the university with a clean track record.
4. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

### **Duties and Responsibilities**

1. Making weekly programs / duty roster.
2. Assisting the Assistant Security Officer in carrying out his/her duties.
3. Forwarding performance and incident reports to higher offices.
4. Making deployments.
5. Performing supervisory roles.
6. Checking buildings at the close of the day to ensure doors and windows are properly locked.
7. Apprehending suspected characters and questioning them for proper identification.
8. Patrolling premises to ensure maximum security and detecting any problems both day and night.
9. Ensuring security of government vehicles in the parking lots of the university.
10. Keeping security at important entry points of the university / departments such as gates, stores and buildings to restrict entry by unauthorized persons.

11. Carrying out investigations.
12. Performing any other duties that may be assigned from time to time.

**DEPARTMENT:** **ACADEMIC REGISTRAR**

**Job Title:** Principal Academic Registrar  
**Salay Scale:** PU5 (NTNS)  
**Number of Vacancies:** One (1)  
**Reports to:** Deputy Academic Registrar.  
**Tenure of Appointment:** Permanent.

### **Qualifications and Experience**

1. A Master's degree in Educational Management, Educational Policy and Planning, Master of Education (Human Resource), Master of Education (ICT), Master's degree in Computer Science or Master's degree in Information Technology.
2. An honors bachelor's degree in Computer Science, Information Technology or a related field.
3. Must have served for at least three (3) years at the level of Senior Assistant Registrar or equivalent in the Academic Registrars' Department.
4. Must have up-to-date performance appraisal forms for the last three years (2020/2021, 2021/2022 & 2022/2023).

### **Duties and responsibilities**

The incumbent shall assist the Deputy Academic Registrar in:

1. Providing Secretariat Services to Senate and its Committees.
2. Managing Admission of students to university Programmes.
3. Enrolling and registering students to university programmes.
4. Managing student records both in electronic form and physical form.
5. Providing student data to support academic and administrative processes including monitoring procedures, internal and external reporting requirements.

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6. Coordinating the teaching and learning of students in liaison with the Deans of Faculty and Heads of Departments.
7. Accreditation of academic programmes.
8. Managing of the university examination processes of students in liaison with Faculty.
9. Managing results from processing to publication.
10. Coordinating external examination.
11. Managing and organizing graduation ceremonies.
12. Producing academic documents of students and graduates.
13. Providing Secretariat to Convocation.
14. Conducting Election of Deans and Heads of Department.
15. Preparing and implementing the annual work plan and budget of the department.
16. Interpreting and enforcing academic rules and regulations of the University.
17. Enforcing policies and procedures related to student data and records residing in the student information system and linked systems.
18. Performing any other duties that may be assigned from time to time.

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