



SOROTI UNIVERSITY

P.O.Box 211 Soroti-Uganda •Telephone: 0454-461605•Email: us@sun.ac.ug • Website: www.sun.ac.ug

OFFICE OF THE UNIVERSITY SECRETARY

JOB VACANCIES

EXTERNAL ADVERTISEMENT

Soroti University is a Public University in Uganda located in Soroti City, Eastern Uganda 7 kilometres along Soroti-Moroto Road.

The University Secretary invites applications from suitably qualified persons to fill the vacant posts listed below that exist in the University:

S/ N	Department	Position	No of vacancies	Scale
	SCHOOL OF HEALTH SCIENCES			
	External Advert			
1	Department of Internal Medicine	Lecturer	1	PU6.1
2	Department of Anaesthesia	Lecturer	1	PU6.1
3	Department of Ear, Nose and Throat Surgery	Lecturer	1	PU6.1
4	Department of Ophthalmology	Lecturer	1	PU6.1
5	Department of Paediatrics and Child Health	Lecturer	1	PU6.1
6	Department of Nursing	Assistant Lecturer	1	PU6.2
7	Laboratory Science	Lecturer	1	PU6.1
	SCHOOL OF ENGINEERING AND TECHNOLOGY			
8	Department of Electronics and Computer Science	Lecturer	1	PU6.1
9	Department of Electrical and Energy Engineering	Assistant Lecturer	1	PU6.2
10	Department of Civil, Structural and Environmental Engineering	Assistant Lecturer	1	PU6.2
11	Department of Mechanical And Mechatronic Engineering	Assistant Lecturer	1	PU6.2
	SCHOOL OF APPLIED SCIENCE AND SCIENCE EDUCATION			
12	DEPARTMENT OF ECONOMICS	Lecturer	1	PU6.1
13		Assistant Lecturer	1	PU6.2
	ADMINISTRATION AND SUPPORT SERVICES			
14	Legal Affairs Unit	Senior Legal Officer	1	PU6.1

Six (6) copies of a letter of application together with an up-to-date Curriculum vitae, a photocopy of the National Identity card or Passport biodata page, certified copies of academic and professional qualifications, appointment letters where applicable, and letters of reference should be addressed to: **The University Secretary, Soroti University, P.O Box 211, Soroti, Uganda** or sent in one (1) PDF file by e-mail to us@sun.ac.ug not later than **6th October 2023**. All applications should provide names, addresses, telephone contacts and e-mail addresses of two referees one of whom should be the previous or current employer or supervisor.

A detailed job advert and description is available on Soroti University website www.sun.ac.ug

NB:

- 1) Only shortlisted applicants will be contacted.
- 2) Soroti University is an Equal Opportunity Employer.

ADBALLAH OYARE SHABAN
FOR: UNIVERSITY SECRETARY

1. SCHOOL OF HEALTH SCIENCES

1.1 POSITION: LECTURER

Number of vacancies:	1 (One)
Area of Specialization:	Internal Medicine
Salary Scale:	M6.1-TS
Tenure:	Permanent/Contract
Responsible to:	Head of the Department

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

PERSON SPECIFICATIONS

- 1) Should have a Master of Medicine -Internal Medicine.
- 2) MBChB or MBBS.
- 3) PhD track and or a fellowship in Internal Medicine is an added advantage.

- 4) Three (3) years' teaching or research experience in a reputable organization or an Institution of Higher Learning.
- 5) Should have at least Two (2) publications in a peer reviewed Journal.
- 6) Must be registered with relevant Professional Body.
- 7) Demonstrated computer literacy with online learning platforms.

KEY FUNCTIONS

- a) Prepare lectures and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning, to the satisfaction of the University's Quality Assurance standards.
- b) Guide and advise students on their academic performance and attend to their queries on academic issues.
- c) Should be able to participate in and supervise Laboratory practicals.
- d) Conduct with peers research in area of his/her specialization among the present communities and disseminate the research findings.
- e) Supervise and mentor students undertaking research in the present community.
- f) Organizing, attending and conducting seminars and relevant trainings.
- g) Set tests, examinations and course work according to University standards and policies.
- h) Mark tests and examinations scripts and compile results according to approved grading standards of the University.

KEY OUTPUTS

- i) Lecture plans prepared and Lectures delivered according to the time table.
- ii) Fundable research proposals prepared and approved.
- iii) Research conducted and research findings disseminated/published.
- iv) Students undertaking research supervised.
- v) Seminars conducted.
- vi) Tests, examinations and course work set, marked and results compiled.

1.2 POSITION:

LECTURER

Number of vacancies: 1(One)
 Department: Anaesthesia and Critical Care
 Salary Scale: M6.1-TS
 Tenure: Permanent/Contract
 Responsible to: Head of the Department

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

QUALIFICATIONS

- 1) Master of Medicine in Anaesthesia and Critical Care.
- 2) MBChB or MBBS or BDS.

- 3) PhD track and or a fellowship Anaesthesia and Critical Care is an added advantage.
- 4) Three (3) years' teaching or research experience in a reputable organization or an Institution of Higher Learning.
- 5) Should have at least Two (2) publications in a peer reviewed Journal.
- 6) Must be registered with relevant Professional Body.
- 7) Demonstrated computer literacy with online learning platforms

KEY FUNCTIONS

- a) Prepare lectures and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning, to the satisfaction of the University's Quality Assurance standards.
- b) Guide and advise students on their academic performance and attend to their queries on academic issues.
- c) Should be able to participate in and supervise Laboratory practicals.
- d) Conduct with peers research in areas of his/her specialization among the present communities and disseminate the research findings.
- e) Supervise and mentor students undertaking research in the present community.
- f) Organizing, attending and conducting seminars and relevant trainings.
- g) Set tests, examinations and course work according to University standards and policies.
- h) Mark tests and examinations scripts and compile results according to approved grading standards of the University.

KEY OUTPUTS

- i) Lecture plans prepared and lectures delivered according to the time table.
- ii) Fundable research proposals prepared and approved.
- iii) Research conducted and research findings disseminated/published.
- iv) Students undertaking research supervised.
- v) Seminars conducted.
- vi) Tests, examinations and course work set, marked and results compiled.

1.3 POSITION:

LECTURER

Number of vacancies: 1 (One)
 Area of Specialization: Ear, Nose and Throat Surgery
 Salary Scale: M6.1-TS
 Tenure: Permanent/Contract
 Responsible to: Head of the Department

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

PERSON SPECIFICATIONS

- 1) Should have a Master of Medicine in Ear, Nose and Throat.
- 2) MBChB or MBBS.
- 3) PhD track and or a fellowship Ear, Nose and Throat Surgery is an added advantage.
- 4) Three (3) years teaching or research experience in a reputable organization or an Institution of Higher Learning.
- 5) Should have at least Two (2) publications in a peer reviewed Journal.
- 6) Must be registered with relevant Professional Body.
- 7) Demonstrated computer literacy with online learning platforms

KEY FUNCTIONS

- a) Prepare lectures and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning, to the satisfaction of the University's Quality Assurance standards.
- b) Guide and advise students on their academic performance and attend to their queries on academic issues.
- c) Should be able to participate in and supervise Laboratory practicals.
- d) Conduct with peers research in areas of his/her specialization among the present communities and disseminate the research findings.
- e) Supervise and mentor students undertaking research in the present community.
- f) Organizing, Attending and conducting seminars and relevant trainings.
- g) Set tests, examinations and course work according to University standards and policies.
- h) Mark tests and examinations scripts and compile results according to approved grading standards of the University.

KEY OUTPUTS

- i) Lecture plans prepared and Lectures delivered according to the time table.
- ii) Fundable research proposals prepared and approved.
- iii) Research conducted and research findings disseminated/published.
- iv) Students undertaking research supervised.
- v) Seminars conducted.
- vi) Tests, examinations and course work set, marked and results compiled.

1.4 POSITION:

Number of vacancies:	1 (One)
Area of Specialization:	Ophthalmology
Salary Scale:	M6.1-TS
Tenure:	Permanent/Contract
Responsible to:	Head of the Department

LECTURER

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

PERSON SPECIFICATIONS

- 1) A Master of Medicine in Ophthalmology.
- 2) MBChB or MBBS.
- 3) PhD track and or a fellowship in Ophthalmology is an added advantage.
- 4) Three (3) years teaching or research experience in a reputable organization or an Institution of Higher Learning.
- 5) Should have at least Two (2) publications in a peer reviewed Journal.
- 6) Must be registered with relevant Professional Body.
- 7) Demonstrated computer literacy with online learning platforms

KEY FUNCTIONS

- a) Prepare lectures and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning, to the satisfaction of the University's Quality Assurance standards.
- b) Guide and advise students on their academic performance and attend to their queries on academic issues.
- c) Should be able to participate in and supervise Laboratory practicals.
- d) Conduct with peers research in areas of his/her specialization among the present communities and disseminate the research findings.
- e) Supervise and mentor students undertaking research in the present community.
- f) Organizing, attending and conducting seminars and relevant trainings.
- g) Set tests, examinations and course work according to University standards and policies.
- h) Mark tests and examinations scripts and compile results according to approved grading standards of the University.

KEY OUTPUTS

- i) Lesson plans prepared and Lectures delivered according to the time table.
- ii) Fundable research proposals prepared and approved.
- iii) Research conducted and research findings disseminated/published.
- iv) Students undertaking research supervised.
- v) Seminars conducted.
- vi) Tests, examinations and course work set, marked and results compiled.

1.5 POSITION:

LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Paediatrics and Child Health
Salary Scale : M6.1-TS
Tenure : Permanent/Contract
Responsible to : Head of the Department

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

PERSON SPECIFICATIONS

- 1) Should have a Master of Medicine in Paediatrics and Child Health.
- 2) MBChB or MBBS.
- 3) PhD track and or a fellowship in Paediatrics and Child Health is an added advantage.
- 4) Three (3) years teaching or research experience in a reputable organization or an Institution of Higher Learning.
- 5) Should have at least Two (2) publications in a peer reviewed Journal.
- 6) Must be registered with relevant Professional Body.
- 7) Demonstrated computer literacy with online learning platforms

KEY FUNCTIONS

- a) Prepare lectures and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning, to the satisfaction of the University's Quality Assurance standards.
- b) Guide and advise students on their academic performance and attend to their queries on academic issues.
- c) Should be able to participate in and supervise Laboratory practicals.
- d) Conduct with peer's research in areas of his/her specialization among the present communities and disseminate the research findings.
- e) Supervise and mentor students undertaking research in the present community.
- f) Organizing, attending and conducting seminars and relevant trainings.
- g) Set tests, examinations and course work according to University standards and policies.
- h) Mark tests and examinations scripts and compile results according to approved grading standards of the University.

KEY OUTPUTS

- i) Lecture plans prepared and Lectures delivered according to the time table.
- ii) Fundable research proposals prepared and approved.
- iii) Research conducted and research findings disseminated/published.
- iv) Students undertaking research supervised.
- v) Seminars conducted.
- vi) Tests, examinations and course work set, marked and results compiled.

1.6 POSITION: ASSISTANT LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Nursing
Salary Scale: M6.2-TS

Tenure: Permanent/Contract
Responsible to: Head of the Department

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students, conducting practicals and in research activities.

QUALIFICATIONS

- 1) A Master of Science in Nursing.
- 2) A Bachelor's degree in Nursing or related Medical degree.
- 3) Should have a high level of academic potential to pursue higher degrees.
- 4) Must be registered with the relevant Professional Body.
- 5) Demonstrate competence in computer and communication skills.

KEY FUNCTIONS

- a) Assists in preparing lectures and practicals and conducting them to undergraduate students.
- b) Assists in setting tests, examinations and coursework according to University Standards.
- c) Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
- d) Assists in administering and invigilate tests, examinations and coursework according to University standards.
- e) Assists in supervising students undertaking research in line with the University's guidelines and regulations.
- f) Should show keen interest in research.

KEY OUTPUTS

- i) Lectures prepared and delivered to undergraduate students.
- ii) Tests, examinations and coursework set, marked and results compiled.
- iii) Tests, examinations and coursework administered.
- iv) Assistance in supervising students undertaking research in line with the University's guidelines and regulations provided.

1.7 POSITION: LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Laboratory Science
Salary Scale: M6.1-TS
Tenure: Permanent/Contract
Responsible to: Head of the Department

PURPOSE OF THE JOB

To teach, supervise students, conduct research and disseminate research findings.

PERSON SPECIFICATIONS

- 1) A PhD in Medical Laboratory Science or related Field.
OR
2. Should have a Master of Science in Medical Laboratory Science.
3. Bachelors in Medical Laboratory Science.
4. On PhD track.
5. Three (3) years' teaching or research experience in a reputable organization or an Institution of Higher Learning.
6. Should have at least Two (2) publications in a peer reviewed Journal.
7. Must be registered with the Allied Health Professional Council.
8. Demonstrated computer literacy with online learning platforms.

KEY FUNCTIONS

- a) Prepare lectures and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning, to the satisfaction of the University's Quality Assurance standards.
- b) Guide and advise students on their academic performance and attend to their queries on academic issues.
- c) Should be able to participate in and supervise Laboratory practicals.
- d) Conduct with peers research in areas of his/her specialization among the present communities and disseminate the research findings.
- e) Supervise and mentor students undertaking research in the present community.
- f) Organizing, attending and conducting seminars and relevant trainings.
- g) Set tests, examinations and course work according to University standards and policies.
- h) Mark tests and examinations scripts and compile results according to approved grading standards of the University.

KEY OUTPUTS

- i) Lecture plans prepared and Lectures delivered according to the time table.
- ii) Fundable research proposals prepared and approved.
- iii) Research conducted and research findings disseminated/published.
- iv) Students undertaking research supervised.
- v) Seminars conducted.
- vi) Tests, examinations and course work set, marked and results compiled.

2.0 SCHOOL OF ENGINEERING AND TECHNOLOGY

2.1 JOB TITLE : **LECTURER (COMPUTER ENGINEERING OR COMPUTER SCIENCE)**

Department : Electronics and Computer Engineering

Number of Vacancies : 1 (One)

Salary Scale : M6.1-TS

Responsible to : Head of Department
Responsible for : Lower Level Academic Staff

PURPOSE OF THE JOB

To conduct high quality research and teach undergraduate, postgraduate and research students as appropriate.

- 1) PhD in Computer Engineering or Computer Science.
- 2) A Master's degree in Computer Engineering or Computer Science or related field.
- 3) A Bachelor's degree in Computer Engineering or Computer Science or related field.

DUTIES AND RESPONSIBILITIES

- a) Prepares lectures and delivers them to undergraduate and post-graduate students using both face to face and online methods.
- b) Sets tests, examinations and course work.
- c) Administers and invigilates tests and examinations.
- d) Marks tests, course work and examinations scripts, compiles and grades examination results.
- e) Guides and advises students on their academic performance.
- f) Conducts research and disseminates research findings through conferences, seminars and publications.
- g) Supervises undergraduate and post graduate students undertaking research projects.
- h) Contributes to the University and wider society through community service.

KEY OUTPUTS

- i) Lectures delivered.
- ii) Tests, examinations and course work set.
- iii) Tests and examinations administered and invigilated.

- iv) Tests, course work and examination scripts marked and examinations results compiled and graded.
- v) Research undertaken and findings disseminated.
- vi) Students guided and advised on their performance.
- vii) Student non-academic challenges attended to or referred.
- viii) Students undertaking research supervised.
- ix) Seminars and tutorials conducted.
- x) Community outreach service done.

2.2 JOB TITLE : ASSISTANT LECTURER

Department	:	Electrical and Energy Engineering
Number of Vacancies	:	1 (One)
Salary Scale	:	M6.2-TS
Responsible to	:	Head of Department
Responsible for	:	Lower level Academic Staff

PURPOSE OF THE JOB

To assist the design, development and production of learning material and teaching.

PERSON SPECIFICATION

- 1) MSc in Electrical Machines or Power System Engineering or related area.
- 2) Honors Bachelor's degree in Electrical Engineering.
- 3) Below 40 years.

DUTIES AND RESPONSIBILITIES

- a) To prepare and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning.
- b) To guide and advise students on their academic performance and attending to their queries on academic issues.
- c) To conduct research in areas of specialization among the communities and disseminate the research findings.
- d) To supervise and mentor undergraduate undertaking research projects.
- e) To organize, attend and conduct seminars and relevant training.
- f) To set tests, examinations and course work according to University standards and policies.
- g) To mark tests and examinations scripts and compiling results according to approved grading standards of the University.

- h) To contribute to the University and wider society through community service.

KEY OUTPUTS

- i) Lectures to undergraduate and postgraduate students conducted.
- ii) Students guided and advised on their academic performance.
- iii) Research in areas of specialization among the communities and conducted and disseminated.
- iv) Students undertaking research supervised and mentored.
- v) Seminars and relevant training organized, conducted and attended.
- vi) Tests, examinations and course works set.
- vii) Tests and examinations scripts marked and results compiled.
- viii) Community service to the University and wider society carried out

2.3 JOB TITLE : ASSISTANT LECTURER

Department	:	Civil, Structural & Environmental Engineering
Number of Vacancies	:	1 (One)
Salary Scale	:	M6.2-TS
Responsible to	:	Head of Department
Responsible for	:	Lower level Academic Staff

PURPOSE OF THE JOB

To assist the design, development and production of learning material and teaching.

PERSON SPECIFICATION

- 1) A Master's Degree in Civil or Structural or Environmental Engineering.
- 2) Honors Bachelor's degree in Civil Engineering.
- 3) Below 40 years.

DUTIES AND RESPONSIBILITIES

- a) To prepare and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning.
- b) To guide and advise students on their academic performance and attending to their queries on academic issues.
- c) To conduct research in areas of specialization among the communities and disseminate the research findings.
- d) To supervise and mentor undergraduate undertaking research projects.
- e) To organize, attend and conduct seminars and relevant training.
- f) To set tests, examinations and course work according to University standards and policies.

- g) To mark tests and examinations scripts and compiling results according to approved grading standards of the University.
- h) To contribute to the University and wider society through community service.

KEY OUTPUTS

- i) Lectures to undergraduate and postgraduate students conducted.
- ii) Students guided and advised on their academic performance.
- ii) Research in areas of specialization among the communities and conducted and disseminated.
- iv) Students undertaking research supervised and mentored.
- v) Seminars and relevant training organized, conducted and attended.
- vi) Tests, examinations and course works set.
- vii) Tests and examinations scripts marked and results compiled.
- viii) Community service to the University and wider society carried out

2.4 JOB TITLE : ASSISTANT LECTURER

Department	:	Mechanical and Mechatronic Engineering
Number of Vacancies	:	1 (One)
Salary Scale	:	M6.2-TS
Responsible to	:	Head of Department
Responsible for	:	Lower level Academic Staff

PURPOSE OF THE JOB

To assist the design, development and production of learning material and teaching.

PERSON SPECIFICATION

- 1) Master's degree in Mechanical or Mechatronics Engineering field.
- 2) An honors Bachelor's degree in Mechatronic Engineering or Mechanical Engineering.
- 3) Below 40 years.

DUTIES AND RESPONSIBILITIES

- a) To prepare and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning.
- b) To guide and advise students on their academic performance and attending to their queries on academic issues.
- c) To conduct research in areas of specialization among the communities and disseminate the research findings.

- d) To supervise and mentor undergraduate undertaking research projects.
- e) To organize, attend and conduct seminars and relevant training.
- f) To set tests, examinations and course work according to University standards and policies.
- g) To mark tests and examinations scripts and compiling results according to approved grading standards of the University.
- h) To contribute to the University and wider society through community service.

KEY OUTPUTS

- i) Lectures to undergraduate and postgraduate students conducted.
- ii) Students guided and advised on their academic performance.
- iii) Research in areas of specialization among the communities and conducted and disseminated.
- iv) Students undertaking research supervised and mentored.
- v) Seminars and relevant training organized, conducted and attended.
- vi) Tests, examinations and course works set.
- vii) Tests and examinations scripts marked and results compiled.
- viii) Community service to the University and wider society carried out

3.0 SCHOOL OF APPLIED SCIENCE AND SCIENCE EDUCATION

3.1 POSITION : LECTURER

Number of Vacancies	: 1 (One)
Area of Specialization	: Accounting
Department	: Economics
Salary Scale	: PU6.1-TNS
Tenure	: Permanent/Contract
Responsible to	: Head of Department

PURPOSE OF THE JOB

To conduct high-quality research and teach undergraduate, postgraduate and research students as appropriate.

PERSON SPECIFICATION

- 1) A PhD in Accounting or Finance or related field.
- 2) A Masters of Business Administration or Master of Science Degree in Accounting or Finance from a recognized Institution.
- 3) Bachelors' Degree with at least Second-Class Honours Upper Division in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option), Bachelor of Science

(Accounting or Finance option) from a recognized Institution/University.

- 4) Three (3) years' teaching experience in a Higher Institution of Learning.
- 5) Should have at least two (2) publications in peer reviewed journal.
- 6) Professional accounting qualification such as ACCA, CPA or CIMA will be an added advantage.
- 7) Has excellent interpersonal and effective communication skills.
- 8) Should be computer literate.
- 9) Has the ability to work in a team and create network with colleagues.

DUTIES AND RESPONSIBILITIES

- a) To prepare and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning.
- b) To guide and advise students on their academic performance and attending to their queries on academic issues.
- c) To conduct research in areas of specialization among the communities and disseminate the research findings.
- d) To supervise and mentor undergraduate students undertaking research projects.
- e) To organize, attend and conduct seminars and relevant training.
- f) To set tests, examinations and course work according to University standards and policies.
- g) To mark tests and examinations scripts and compile results according to approved grading standards of the University.
- h) To contribute to the University and wider society through community service.

KEY OUTPUTS

- i) Lectures to undergraduate and postgraduate students conducted.
- ii) Students guided and advised on their academic performance.
- iii) Research in areas of specialization among the communities conducted and disseminated.
- iv) Students undertaking research supervised and mentored.
- v) Seminars and relevant training organized, conducted and attended.
- vi) Tests, examinations and course works set.
- vii) Tests and examinations scripts marked and results compiled.
- viii) Community service to the University and wider society carried out

3.2 POSITION	:	ASSISTANT LECTURER
Number of Vacancies	:	1 (One)
Area of Specialization	:	Accounting
Department	:	Economics
Salary Scale	:	PU6.2 -TNS
Tenure	:	Permanent
Responsible to	:	Head of Department

PURPOSE OF THE JOB

To conduct high-quality research and teach undergraduate and research students as appropriate.

PERSON SPECIFICATION

- 1) Master's Degree in Accounting or Accounting and Finance or related field from a recognized University or Institution.
- 2) Bachelors' Degree with at least Second-Class Honors Upper Division in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option), B.Sc. (Finance and Accounting from a recognized University or Institution.
- 3) Professional accounting qualification such as ACCA, CPA or CIMA will be an added advantage.
- 4) Should have excellent interpersonal and effective communication skills.
- 5) Should have proven ability to conduct scholarly research.
- 6) Should be computer literate.
- 7) Should have the ability to work in a team and create network with colleagues.

DUTIES AND RESPONSIBILITIES

- i) To prepare and conduct lectures to undergraduate and postgraduate students using innovative approaches which include e-learning.
- j) To guide and advise students on their academic performance and attending to their queries on academic issues.
- k) To conduct research in areas of specialization among the communities and disseminate the research findings.
- l) To supervise and mentor undergraduate undertaking research projects.
- m) To organize, attend and conduct seminars and relevant training.
- n) To set tests, examinations and course work according to University standards and policies.
- o) To mark tests and examinations scripts and compiling results according to approved grading standards of the University.
- p) To contribute to the University and wider society through community service.

KEY OUTPUTS

- i) Lectures to undergraduate and postgraduate students conducted.
- iii) Students guided and advised on their academic performance.
- iv) Research in areas of specialization among the communities and conducted and disseminated.
- v) Students undertaking research supervised and mentored.
- vi) Seminars and relevant training organized, conducted and attended.
- vii) Tests, examinations and course works set.
- viii) Tests and examinations scripts marked and results compiled.

- ix) Community service to the University and wider society carried out

4.0 ADMINISTRATION AND SUPPORT SERVICES

4.1 POSITION : SENIOR LEGAL OFFICER

Number of Vacancies	: 1 (One)
Department	: Legal Affairs Unit
Salary Scale	: PU6.1-NTNS
Tenure	: Permanent
Responsible to	: University Secretary
Responsible for	: Legal Clerk

PURPOSE OF THE JOB

To provide effective legal services to the University on all legal matters.

PERSON SPECIFICATIONS

- 1) A Master's Degree in Law.
- 2) A Bachelor's degree in Law or equivalent legal qualification.
- 3) A Diploma in Legal Practice from the Law Development Centre or other recognized institution.
- 4) Should be an enrolled advocate of the High Court with a valid practicing certificate.
- 5) Should have at least three (3) years of legal practice as a Lawyer or Attorney at law.
- 6) Should have good communication, leadership and interpersonal skills.
- 7) Should be proficient in using relevant computer packages.
- 8) Should be a person of proven integrity.

DUTIES AND RESPONSIBILITIES

- a) Provides legal services to the University including the drafting of agreements, contracts, registration and protection of intellectual property, memoranda and other legal documents.
- b) Analyses, critiques and proffers legal opinion on administrative and policy decisions on matters of law.

- c) Supports the University in liaising with various institutions on any legal matter including representation in Courts of Judicature.
- d) Conducts due diligence on firms intending to carry out major projects for supply of goods or services to the University as may be directed by the Deputy Director/ Legal Services.
- e) Supports the Deputy Director/ Legal Services in planning, preparation and execution of the budget of the Unit.
- f) Reports on the activities and performance of the legal teams.
- g) Supervises, mentors, coaches, counsels and appraises lower level staff of the Unit.
- h) Interprets laws and other statutory instruments relating to the University.
- i) Conducts legal research and drafts legal submissions and legal briefs to facilitate the defense team in court proceedings.
- j) Undertakes other duties as may be assigned by Deputy Director/ Legal Services from time to time.

KEY OUTPUTS

- i) Legal services to the University provided.
- ii) Legal opinion on administrative and policy decisions on matters of law provided.
- iii) Support for networking with various institutions on legal matters affecting the University provided.
- iv) Due diligence for major projects or undertakings as instructed by the Deputy Director/ Legal Services done.
- v) Support in planning, preparing and executing the Unit budget tendered.
- vi) Performance of the legal teams constituted in the Unit reported.
- vii) Lower level staff of the Unit supervised, mentored, coached, counseled and appraised.
- viii) Laws and other statutory instruments relating to the University interpreted.

- ix) Legal research conducted and draft legal submissions and legal briefs prepared.
- x) Other official assignments performed as instructed.

END