



SOROTI UNIVERSITY

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

OFFICE OF THE UNIVERSITY SECRETARY

JOB VACANCIES

INTERNAL ADVERTISEMENT

(FOR STAFF OF SOROTI UNIVERSITY ONLY)

The University Secretary invites applications from suitably qualified staff to fill the vacant posts that exist in the University establishment. The posts are listed below:

S/N	Department	Position	No of vacancies	Scale
SCHOOL OF HEALTH SCIENCES				
1.	Department of Microbiology	Lecturer	1	PU6.1
2.		Technician	1	PU7
3.	Department of Biochemistry	Lecturer	1	PU6.1
4.		Technician	1	PU7
5.	Department of Physiology	Lecturer	1	PU6.1
6.		Technician	2	PU7
7.	Department of Pharmacology	Technician	1	PU7
8.	Department of Anatomy	Technician	1	PU7
9.		Assistant Technician	1	PU12
SCHOOL OF ENGINEERING AND TECHNOLOGY				
10.	Department of Electronics And Computer Science	Lecturer	6	PU6.1
11.		Senior Lecturer	1	PU5
ADMINISTRATION AND SUPPORT SERVICES				
12.	Office of the University Secretary	Senior Assistant Secretary	3	PU6.1
13.		Receptionist	1	PU12
14.		Assistant Administrative Officer	2	PU7
15.	Office of the Academic Registrar	Principal Assistant Academic Registrar	2	PU5
16.	Internal Audit	Deputy Chief-Internal Audit	1	PU4
17.	Planning	Principal Planner	1	PU5

18.	Estates and Works	Custodian	1	PU13
19.	Information and Communication Technology	System Administrator	2	PU6.2
20.	University Library	Library Assistant	2	PU7
21.	Technology Incubation and Acceleration Centre	Senior Commercial Officer	1	PU6.1

Six (6) copies of 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 and letters of reference should be addressed to; **The University Secretary, Soroti University, P.O Box 211, Soroti Uganda** to be received not later than **4th 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.
- 3) This advertisement is strictly for staff of Soroti University

ADBALLAH OYARE SHABAN
FOR: UNIVERSITY SECRETARY

1. SCHOOL OF HEALTH SCIENCES

1.1. POSITION : LECTURER

Number of vacancies : 1 (One)

Area of Specialization : Microbiology

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 Science in Microbiology.
2. A Bachelor's Degree in a Health related discipline.
3. Should at least Two (2) publications in peer review publication within the last 5 years.
4. Three (3) years' teaching or research experience in Soroti University or other reputable Organization or an Institution of Higher Learning.
5. Should be registered with relevant professional Body.
6. Demonstrated computer literacy with online learning platforms.

Key Duties and Responsibilities

- a) To 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) To guide and advise students on their academic performance and attend to their queries on academic issues.
- c) To participate in and supervise on going Microbiology practicals.

- d) To conduct with peer's research in areas of his/her specialization among the present communities and disseminate the research findings.
- e) To supervise and mentor students undertaking research in the present community.
- f) To organize, attend and conduct seminars and relevant trainings.
- g) To set tests, examinations and course work according to University standards and policies.
- h) To 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.

1.2. POSITION	:	Lecturer
Number of vacancies	:	1 (One)
Area of Specialization	:	Biochemistry (Clinical)
Salary Scale	:	M6.1-TS
Tenure	:	Permanent
Responsible to	:	Head of Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Person Specifications

1. A Master of Science in Biochemistry.

2. A Bachelor of Science Biochemistry or Chemistry and Biology
3. Should have least Two (2) publications in peer review publication within the last 5 years.
4. Three (3) years' teaching or research experience in Soroti University or other reputable Organization or an Institution of Higher Learning.
5. Being registered with a professional body is an added advantage.
6. Demonstrated computer literacy with online learning platforms.

Key Duties and Responsibilities

- a) To teach and examine undergraduate and postgraduate students using innovative approaches which include e-learning, to the satisfaction of the University's Quality Assurance standards.
- b) To guide and advise students on their academic performance.
- c) To conduct research in the area of specialization and disseminate research findings through conferences, seminars and publications.
- d) To supervise undergraduate and postgraduate research projects.
- e) To organize, attend and conduct seminars and relevant trainings.
- 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.

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.

1.3. POSITION : Lecturer

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

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Person Specifications

1. Should have a Master's Degree of Science in Physiology.
2. MBChB or MBBS or BDS or BBLT or BNS.
3. Should have at least Two (2) publications in peer review publication within the last 5 years.
4. Three (3) years' teaching or research experience in Soroti University or other reputable Organization or an Institution of Higher Learning.
5. Being registered with a professional body is an added advantage.
6. Demonstrated computer literacy with online learning platforms

Key Duties and Responsibilities

- a) To teach and examine undergraduate and postgraduate students using innovative approaches which include e-learning, to the satisfaction of the University's Quality Assurance standards.
- b) To guide and advise students on their academic performance.
- c) To conduct research in the area of specialization and disseminate research findings through conferences, seminars and publications.
- d) To supervise undergraduate and postgraduate research projects.
- e) To organize, attend and conduct seminars and relevant trainings.
- 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.

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.

1.4. POSITION : TECHNICIAN

Department	:	(Physiology, Biochemistry, Microbiology, Pharmacology, & Anatomy)
Salary Scale	:	M7-NTS
Tenure	:	Permanent
Available Vacancies	:	6 (Six)
Responsible to	:	Senior Technician
Responsible for	:	Assistant Technician

Purpose of the Job

To offer technical support to laboratory services.

Person Specifications

1. A Bachelor degree in Science Technology (Biological techniques) or Bachelor of Medical Laboratory Sciences or Bachelor of Biomedical Laboratory Technology from a recognized University/Institution
2. Three years' work experience as a Laboratory Technician will be an added advantage.

Key Duties and Responsibilities

- a) To act as a backup for the Senior Laboratory Technician when required.
- b) To ensure that the laboratory Quality Management Plan is followed.
- c) To oversee the laboratory's Safety Programs.
- d) To assist with the development of laboratory designs and plans for new or upgraded laboratory facilities.
- e) To ensure that there is an adequate supply of chemicals and related laboratory equipment to ensure continuous operation of the laboratory.
- f) To organize, and assign a variety of laboratory activities to subordinate technicians, including writing and updating manuals.
- g) To conduct safety audits for the laboratory and maintain safe-working practices at all times.
- h) To co-ordinate use of science materials (equipment, chemicals & apparatus) with other laboratories within the University.
- i) To develop and implement measures for safe handling/storage/disposal of hazardous substances in accordance with relevant regulations.
- j) To develop and implement operational guidelines and practices in laboratory (e.g. safety policy and to oversee the laboratory's Safety Programmes at all times).
- k) To maintain asset register – annual stock-take.
- l) To manage stock control of chemicals and equipment.
- m) To advise academic staff within the department on the most suitable equipment for experiments in order to support teaching and research.
- n) To obtain appropriate licenses/permits for use of plant/animals/chemicals, etc. in the laboratory.
- o) To participate in laboratory exhibitions.
- p) To oversee the production of safety/risk assessments for all activities within the laboratory section.
- q) To be responsible for the efficient operation of the laboratory and provide guidance to other departmental employees.

- r) To organize and supervise the training of students and residents in the department.
- s) To oversee the laboratory Quality Management Plan and participate in quality improvement programs.
- t) To represent the department on committees and at meetings related to training programmes.
- u) To use department computers for record keeping and laboratory experiments.
- v) To assist other laboratory personnel when own work is completed.
- w) To complete incident reports as required.
- x) To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities.

Key Outputs

- i. Budgetary proposals for the laboratory developed.
- ii. Accurate records of purchases/incoming orders kept.
- iii. Asset register –annual stock-take maintained.
- iv. Safety audits for the laboratory conducted and safe-working practices maintained at all times.
- v. Annual operating and capital budgets plus the procurement plan prepared.
- vi. Adequate supply of chemicals and related laboratory equipment for continuous operation of the laboratory ensured.
- vii. Practical activities carried out.
- viii. Use of science materials (equipment, chemicals & apparatus) with other laboratories within the university coordinated.
- ix. Measures for safe handling/storage/disposal of hazardous substances in accordance with relevant regulations developed and implemented.
- x. Operational guidelines and practices in laboratory (e.g. safety policy and to oversees the laboratory's Safety Programmes at all times developed and implemented.
- xi. Asset register – annual stock-take maintained.
- xii. Stock control of chemicals and equipment managed.

- xiii. Academic staff within the department advised on the most suitable equipment for experiments in order to support teaching and research.
- xiv. Appropriate licenses/permits for use of plant/animals/chemicals, etc. in the laboratory obtained.
- xv. Laboratory exhibitions prepared.

1.5. POSITION	:	ASSISTANT TECHNICIAN
Department	:	Anatomy
Salary Scale	:	M12-NTS
Number of Vacancies	:	1 (One)
Tenure	:	Permanent
Responsible to	:	Technician
Responsible for	:	Assistant Laboratory Technician

Purpose of the Job

To manage the day to day functions of the Laboratory.

Person Specifications

1. Diploma in Science Laboratory Technology OR Ordinary Diploma in Science Technology (Biological Techniques).
2. Ordinary Level and Advanced Level certificate or its equivalent.
3. Experience in a teaching or research laboratory is an added advantage.

Key Duties and Responsibilities

- a) To conduct or support students and academic staff in carrying out laboratory experiments on specimen or materials using appropriate methods and procedures in the Pharmacology Laboratory.
- b) To record and interpret test results arising out of laboratory analyses and investigations.
- c) To prepare samples and specimens for the conduct of laboratory analysis and investigations.

- d) To implement laboratory standard operating procedures and safety and quality control standards.
- e) To undertake preventative maintenance of laboratory equipment.
- f) To set up the laboratory and appropriate chemicals, reagents and equipment for teaching, investigation or research.
- g) To instruct students and academic staff on laboratory procedure and proper and safe use of chemicals, reagents and laboratory equipment.
- h) To set up, calibrate and operate standard laboratory equipment.
- i) To prepare, maintain an up-to-date inventory.
- j) To perform any other official duties as assigned by the Supervisor.

Key Outputs

- i. Laboratory experiments conducted or supported.
- ii. Laboratory analyses and investigations recorded and results interpreted.
- iii. Samples and specimens for laboratory analysis and investigations prepared.
- iv. Laboratory standard operating procedures and safety and quality control standards implemented.
- v. Preventative maintenance of laboratory equipment undertaken.
- vi. Laboratory for teaching, investigation or research set up.
- vii. Laboratory procedure and safety communicated.
- viii. Standard laboratory equipment set up calibrated and operated.

2.0. SCHOOL OF ENGINEERING AND TECHNOLOGY

2.1. JOB TITLE : LECTURER

Department	:	Electronic and Computer Engineering
Number of Vacancies	:	6 (six)
Salary Scale	:	M6.1-TS
Responsible to	:	Senior Lecturer
Responsible for	:	Lower level Academic Staff

Purpose of the Job

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

Person Specifications

1. A Master's degree in relevant field.
2. A Bachelor's degree in Computer Engineering or Computer Science or Electronic Engineering or Telecommunication Engineering or related Field.
3. Evidence of continuous research with three (3) publications published in the last 5 years

OR

- at least 2 (two) publications in reputable refereed journals published in the last 5 years and on PhD track.
4. Three (3) years' teaching or research experience in Soroti University or other Institution of Higher Learning.
 5. Demonstrated computer literacy with online learning platforms

Key Duties and Responsibilities

- a) To prepares lectures and delivers them to undergraduate and post-graduate students.
- b) To set tests, examinations and course work.
- c) To administer and invigilate tests and examinations.
- d) To mark tests, course work and examinations scripts, compile and grade examination results.
- e) To guide and advise students on their academic performance.
- f) To attend to students non-academic challenges and refer those that need further counseling and guidance.
- g) To conduct research and disseminate research findings through conferences, seminars and publications.

- h) To supervise undergraduate and post graduate students undertaking research projects.
- i) To conduct seminars and tutorials.
- j) To contribute 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.

2.1 JOB TITLE : SENIOR LECTURER

Department : Electronics and Computer Engineering

Number of Vacancies : 1 (One)

Salary Scale : M5-TS

Responsible to : Head of department

Responsible for : Lower level Academic Staff in the relevant discipline

Purpose of the Job

To teach, supervise students and conduct research and publish.

Person Specifications

1. PhD in Applied Mathematics.
2. A Master's degree in Applied Mathematics.

3. A Bachelor's degree in Applied Mathematics or related field.
4. At least eight (8) years relevant teaching experience three (3) of which should have been as a Lecturer in Soroti University or other recognized higher educational institution.
5. Evidence of continuous research with at least 3 publications in reputable refereed journals.

Key Duties and Responsibilities

- a) To prepare well-researched lectures and deliver them to undergraduate and post-graduate students.
- b) To set tests, examinations and course work.
- c) To administer and invigilate tests and examinations.
- d) To mark tests, course work and examinations scripts, compile and grade examination results.
- e) To guide and advise students on their academic performance.
- f) To conduct research and disseminate research findings through conferences, seminars and publications.
- g) To supervise undergraduate and post graduate students undertaking research projects.
- h) To conduct seminars and tutorials.
- i) To contribute to the University and wider society through community service.

Key Outputs

- i. Well researched 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. Students undertaking research supervised.
- viii. Seminars and tutorials conducted.
- ix. Community outreach service done.

3.0. CENTRAL ADMINISTRATION

3.1. POSITION : SENIOR ASSISTANT SECRETARY

Number of Vacancies	: 3 (Three)
Department	: Office of the University Secretary
Salary Scale	: PU6.1-NTNS
Tenure	: Permanent
Responsible to	: Deputy University Secretary
Responsible for	: Assistant Secretary

Purpose of the Job

To assist in the coordination and supervision of the provision of efficient and reliable administrative support services to the University

Qualifications

1. Should have a Master's Degree in **either** Public Policy and Administration **or** Business Administration **or** Law **or** Development Studies **or** Management Science **or** a related field.
2. Honours Bachelor's degree in **either** Public Administration **or** Social Sciences **or** Development Studies **or** Social Work and Social Administration **or** Management Science **or** Law **or** Commerce (Management option) **or** Business Administration (Management Option) **or** Business Studies (Management option) **or** a related field from a recognized institution.
3. Should have at least three (3) years' experience in administration, two (2) of which should have been at an Officer Level in Soroti University.
4. Should be a person of high integrity.

5. Should have good leadership, interpersonal, negotiation and communication skills.
6. Should be computer literate.
7. Should have people skills.

Key Duties and Responsibilities

- a) To interpret and provide guidance in the implementation of Soroti University administrative policies, regulations and procedures.
- b) To assist the Deputy University Secretary/ Administration on Council Affairs; in managing protocol affairs of visiting dignitaries or guests to the University.
- c) To take, prepare and circulate Minutes of management meetings as assigned.
- d) To monitor and evaluate the performance of service providers for outsourced administrative services to the University.
- e) To manage travel arrangements for senior staff of the University.
- f) To coordinate the procurement, provision, proper use and maintenance of common user facilities and services.
- g) To participate in the organization of University events and ceremonies.
- h) To supervise support staff deployed to Finance and Administration.
- i) To prepare speeches as assigned.

Key Outputs

- i. Guidance in the implementation of Soroti University administrative policies, regulations and procedures provided.
- ii. The Deputy University Secretary/ Administration assisted on Council Affairs; in managing protocol affairs of visiting dignitaries or guests to the University.
- iii. Minutes of management meetings taken prepared and circulated.
- iv. Performance of service providers for outsourced administrative services to the University monitored and evaluated.

- v. Travel arrangements for senior staff of the University managed.
- vi. Procurement, provision, proper use and maintenance of common user facilities and services coordinated.
- vii. Staff deployed to Finance and Administration supported.
- viii. Speeches as assigned prepared.

3.2. POSITION : Principal Assistant Academic Registrar

Number of Vacancies	: 2(Two)
Office	: Office of the Academic Registrar
Salary Scale	: PU5-NTNS
Tenure	: Permanent
Responsible to	: Academic Registrar
Responsible for	: Senior Assistant Registrar

Purpose of the Job

To assist the Academic Registrar in the administration of all academic matters.

Person Specifications

1. Master Degree in either Education Policy Planning and Management, or Master on Education or Master of Higher Education Management.
 2. Bachelor's degree in Education from a recognized institution.
- OR
- Bachelor's degree with a Post Graduate Diploma in Education from a recognized Institution of Higher Learning.
3. Should have a minimum of six (6) years working experience, three (3) of which should have been at officer level in Soroti University.
 4. Should have strong leadership and communication skills.
 5. Should be computer literate.
 6. Should have a track record of high integrity.

Key Duties and Responsibilities

- a) To assist the Deputy Academic Registrar in planning and coordinating curriculum development for all programs and courses taught at the University and affiliate institutions of higher learning.
- b) To assist the Academic Registrar in managing the implementation of academic policies and procedures approved by Council.
- c) To coordinate the management of admission of students and advise the Academic Registrar on compliance to University policies and procedures on admissions.
- d) To assist the Academic Registrar in coordinating management of lectures, examinations, arranging for engagement of External Examiners and release of results in accordance with approved policies and schedules.
- e) To assist the Deputy Academic Registrar in organising graduation ceremonies.
- f) To assist the Academic Registrar in organising meetings and providing secretariat services to academic related Boards/ Committees instituted by Senate.
- g) To assist Academic Registrar in coordinating matters pertaining to administration of research grants and publications.
- h) To manage and assess the performance of lower level staff in the Office of the Academic Registrar.
- i) To mentor, coach and counsel staff in the Office of the Academic Registrar.
- j) To supervise the proper management of records relating to admissions and academics.

Key Outputs

- i. Assistance in planning and coordinating curriculum development at the University and affiliate institutions of higher learning provided.
- ii. Assistance in implementing academic policies and procedures approved by Council provided.

- iii. Assistance in management of admission of students provided and advice on their compliance to admission requirements tendered.
- iv. Assistance in coordinating management of lectures, examinations, arranging for engagement of External Examiners and release of results provided.
- v. Assistance in organizing graduation ceremonies provided.
- vi. Assistance in facilitating academic related Boards/ Committees instituted by Senate provided.
- vii. Support in coordinating matters pertaining to administration of research grants and publications provided.
- viii. Staff managed and assessed.
- ix. Staff mentored, coached and counseled.
- x. Management of records relating to admissions and academics supervised.

3.3. POSITION	: RECEPTIONIST
Number of vacancies	: 1 (One)
Department	: Office of the University Secretary
Salary Scale	: M12-NTNS
Tenure	: Permanent

Purpose of the Job
To receive clients and communications, and directing them appropriately.

Person specification

1. A Diploma in either Office Management **or** Customer Care **or** Public Relations **or** Front Desk Management **or** a qualification in a related field from a recognized Institution.
2. Experience in office Management is an added advantage.
3. Good interpersonal skills.
4. Good oral and written communication skills
5. High integrity and confidentiality in handling public matters

6. Computer knowledge.

Key Duties and Responsibilities

- a) To keep the Front Desk tidy, appealing and presentable at all times.
- b) To greet, welcome and receive clients.
- c) To answer questions and complaints from clients or direct them to the relevant offices.
- d) To answer all incoming calls and redirect them or keep messages.
- e) To receive letters, packages and distribute them to the relevant offices.
- f) To manage the staff attendance registers and compile monthly reports.
- g) Perform any other duties as may be assigned.

Key Outputs

- i. The Front Desk kept tidy, appealing and presentable at all times.
- ii. Clients greeted, welcomed and received.
- iii. Questions and complaints from clients answered or directed to the relevant offices.
- iv. All incoming calls received and redirected or messages kept.
- v. Letters, packages received and distributed to the relevant offices.
- vi. Staff duty attendance Registers managed and monthly reports compiled.

3.4. POSITION : DEPUTY CHIEF- INTERNAL AUDIT

Number of Vacancies	: 1 (One)
Department	: Internal Audit
Salary Scale	: PU4-NTNS
Tenure	: Permanent
Responsible to	: Vice-Chancellor
Responsible for	: Principal Internal Auditor

Purpose of the Job

To provide professional and technical support to Finance and Administration Department or Accounting Officer in coordination of policy formulation, implementation, appraisal of Internal Audit functions and review of the policy, subsidiary regulations and guidelines.

Person Specifications

1. A Master's Degree in Business Administration (Accounting) or Master of Finance and Accounting from a recognised awarding Institution.
2. An Honours Bachelor's Degree in Finance and Accounting or Business Administration or Commerce with bias in Accounting.
3. Full professional qualification in Accountancy or Audit obtained from a recognized Institution/body accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).
4. Must be a member of the Institute of Certified Public Accountants of Uganda.
5. A Certified Internal Auditor (CIA) and a member of the Institute of Internal Auditors (IIA) is an added advantage.
6. Possession of any additional qualifications like CISA,CFE,CISM,VFM will be an added advantage
7. A minimum of nine (9) years working experience , three (3) of which should have been served as Principal Internal Auditor level in Government or, an equivalent level of Audit work experience from a reputable organization.

Key Duties and Responsibilities

- a) To coordinate development of internal audit policy and guidelines.
- b) To oversee internal audit planning process.
- c) To review internal audit plans and programmes based on risks profile.
- d) To monitor specialist internal audit functions and Governance issues.
- e) To inspect and make reports on internal audit issues and engagements.
- f) To prepare annual consolidated Internal Audit reports.

- g) To carry out general supervision of internal audit units, staff appraisal and development.
- h) To assist risk owners to assess and manage institutional risks.
- i) To ensure audit universe has fully been incorporated in the audit plans and departments with priority lists have received adequate attention and audit services.
- j) To ensure that updated risk registers have influenced the scope of audit planning.
- k) To ensure that fraud detection is included in audit plans.
- l) To ensure that activity reports/annual consolidated reports are informative and address issues that are important to the University Council or Management.
- m) To supervise internal auditors and ensure they are competent, skilled, and innovative, take personal initiative, and provide a value adding service.

Key Outputs

- i. Development of internal audit policy and guidelines coordinated.
- ii. Internal audit planning process overseen.
- iii. Internal audit plans and programmes based on risks profile reviewed.
- iv. Specialist internal audit functions and Governance issues monitored.
- v. Reports on internal audit issues and engagements inspected
- vi. Annual consolidated Internal Audit reports prepared.
- vii. General supervision of internal audit units, staff appraisal and development carried out.
- viii. Risk owners are enabled to assess and manage institutional risks.
- ix. The audit universe in the audit plans and departments is fully incorporated with priority lists and have received adequate attention and audit services.
- x. Risk registers updated and have influenced the scope of audit planning
- xi. Fraud detection in audit plans is included.

- xii. Activity reports/annual reports are consolidated, informative and address issues that are important to the Council or Management
- xiii. Internal auditors are competent, skilled, and innovative, take personal initiative, and provide a value adding service are supervised and appraised.

3.5. POSITION : PRINCIPAL PLANNER

Number of Vacancies	: 1 (One)
Department	: Planning
Salary Scale	: PU5 NTNS
Tenure	: Permanent
Responsible to	: Deputy Chief- Planning
Responsible for	: Senior Economist & Senior Statistician

Purpose of the Job

To Coordinate the Planning, Management, Monitoring and evaluation of programmes and projects across the University.

Person Specifications

1. Should have a Master's degree in either Economics or Economic Policy and Planning or Statistics, or any other relevant discipline.
2. A Bachelor's degree in Economics or Statistics, or Quantitative Economics a related field or any relevant quantitative discipline.
3. At least six (6) years of experience in a planning department of a reputable institution three (3) of which should have been at a senior level.

Key Duties and Responsibilities

- a) To coordinate and analyze strategic plan options to guide the University in determining investment priorities and resources allocation.

- b) To coordinate and support development and implementation of the University physical infrastructure development plans and projects.
- c) To provide technical support to the University schools/faculties and departments in planning activities, budget preparations, budget reviews and the overall budget framework of the University
- a) To initiate, formulate and manage recurrent and development budget policies for the University.
- b) To establish, develop, review and maintain an appropriate system suitable for data collection, monitoring and evaluation of the University's physical and academic development programmes and projects.
- c) To requisition and account for the resources of the University Planning Directorate in accordance with the operating policies, rules, regulations and guidelines.

Key outputs

- i. Data collected, analysed and stored into useful information for end users.
- ii. Data bank developed and maintained for planning and decision making purposes.
- iii. Technical advice on matters related to planning provided.
- iv. Work plans and budgets prepared and coordinated.
- v. District plans, projects and local government policies developed and constantly reviewed
- vi. Implementation of University plans, programmes and projects monitored and evaluated.

3.6. POSITION : CUSTODIAN

Number of Vacancies	: 1 (One)
Department	: Estates and Works
Salary Scale	: PU 13-NTNS

Tenure	: Permanent
Responsible to	: Chief Custodian
Responsible for	: Office Attendant

Purpose of the Job

To ensure custody of institutional property and maintenance of facilities.

Person Specifications

- 1) A Certificate in either Social Works and Social Administration or Public Administration and Management or Education or Records and Information Management.
- 2) Demonstrated computer knowledge in MS Word and MS Excel.
- 3) At least three year work experience in Office Management work.
- 4) High level of integrity.

Key Duties and Responsibilities

- a) To ensure proper cleanliness and proper order of all lecture rooms and Offices including furniture.
- b) To work with concerned staff to ensure security of persons and property within the University.
- c) To keep an inventory of all furniture fittings, machines and equipment used in the University and ensuring they are properly used and maintained.
- d) To report on faulty systems and broken furniture.
- e) To ensure that doors and windows are opened and closed at appropriate times and that lights are switched on and off before and after lectures.
- f) To report any problems in the area of jurisdiction to the supervisor.
- g) To prepare the Semester report on the status of facilities and equipment in the area of jurisdiction.
- h) To supervise Staff, assess performance and identify training needs and recommend appropriate training.

- i) To ensure proper records management.

Key Outputs

- i. Assets inventory updated.
- ii. Facilities and equipment are properly stored and maintained.
- iii. Materials, equipment and items are requisitioned timely.
- iv. Semester Reports on problems in their areas of jurisdiction are timely produced and submitted.
- v. Damages are timely reported for repairs.
- vi. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

3.7. POSITION : SYSTEM ADMINISTRATOR

Number of Vacancies	: 2 (Two)
Department	: Information, Communication and Technology
Salary Scale	: PU6.2-NTS
Tenure	: Permanent
Responsible to	: Senior Systems Administrator
Responsible for	: Senior Assistant Technician

Purpose of the Job

To implement, supervise and maintain the University's website and its infrastructure.

Person Specifications

1. Bachelor's degree in Computer Science or Information Technology or Computer Systems Engineering or Computer and Mathematics from a recognized institution.
2. Three (3) Years work experience from a reputable organization.
3. Professional certification in any one or more of the following will be an added advantage: Microsoft Certified System Administrator (MCSA) or Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business

Intelligence or IBM Certified Database Administrator (ICDA) or Oracle Database Certification (ODC) or CISCO Certified Network Associate (CCNA) or CISCO Certified Network Professional (CCNP) or Certified Network Associate (CAN) or Linux Professional Institute Certification (LPIC) or Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).

4. Should have good communication skills.
5. Should be able to effectively supervise a multi-skilled technical team.

Key Duties and Responsibilities

- a) To develop or review the University website security risk management framework and strategies.
- b) To identify threats, and design, implement and monitor security measures for the protection of University website.
- c) To provide project and team leadership for management of Website infrastructure and administration.
- d) To configure and troubleshoots website.
- e) To constantly evaluate website performance by checking metrics such as loading time and memory consumption.
- f) To administer, monitor and maintain all logging systems, website systems and network appliances.
- g) To provide technical support maintenance after setup upgrades and improvements on the University website.
- h) To develop and document standard operating procedures and protocols to mitigate security vulnerabilities of the website.

Key Outputs

- i. University ICT security risk management framework and strategies developed or reviewed.
- ii. Security threats identified and measures to deal with them developed and monitored.

- iii. Project and team leadership for all security initiatives and administration provided.
- iv. Security infrastructure devices configured and tested.
- v. Project plans, risk assessments and contingency plans for management of breaches in security developed and implemented.
- vi. Technical expertise in the event of breach or infringement on the security of the ICT infrastructure provided.
- vii. Logging systems monitored and security-related systems and network appliances administered and maintained.
- viii. Security assessments undertaken and reported and advice on security enhancement tendered.
- ix. Standard operating procedures and protocols to mitigate security vulnerabilities developed and documented.
- x. Notification of new ICT security threats tendered and appropriate course of action advised.
- xi. Lower level ICT staff in the Department supervised, mentored, coached, counselled and appraised.

3.8. JOB TITLE : LIBRARY ASSISTANTS

Department : University Library
 Number of Vacancies : Two (2)
 Salary Scale : PU7 TNS
 Terms : Permanent
 Responsible to : Librarians
 Responsible for : Assistant Librarians

PURPOSE OF THE JOB

To manage and maintain cataloguing and classification of library materials in an accessible form for end users.

Person Specifications

1. Bachelor of Library and Information Science degree (First Class or Upper Second Class) from a recognized University or institution of Higher learning.
2. Should have good organizational skills and interpersonal relationship skills.
3. Should be computer literate, have a good working knowledge of standard office documentation software and proficient in the use of relevant e-library applications and other information services technologies.

Duties and Responsibilities

- a) To assist in the cataloguing and classification of library materials in accordance with set standards.
- b) To assist in the compilation of bibliographies to enable end users access information easily.
- c) To manage the registration of Library users.
- d) To handle overdue and replacement of lost/damaged library materials.
- e) To check the filing of catalogue cards.
- f) To assist in training of students using Library resources.
- g) To handle reference transactions for teaching or research and clearance of readers as guided.
- h) To implement systems and procedures to facilitate easy use of library resources.
- i) To enforce policies, regulations and procedures governing the use of Library resources.
- j) To compile data for update of the Library inventory.
- k) To supervise lower level Library staff.

KEY OUTPUTS

- i. Assistance for cataloguing and classifying Library materials provided.
- ii. Assistance for compilation of bibliographies provided.

- iii. Registration of Library users managed.
- iv. Overdue returns and replacement of lost/damaged library materials managed.
- v. Filing of catalogue cards checked.
- vi. Support for training of students provided.
- vii. Reference transactions and clearance of readers handled.
- viii. Systems and procedures for use of Library implemented.
- ix. Library policies, regulations and procedures enforced.
- x. Data for update of Library inventory compiled.
- xi. Lower level Library staff supervised.

JOB TITLE	:	ASSISTANT ADMINISTRATIVE OFFICER
Number of Vacancies	:	Two (2)
Department	:	Office of University Secretary
Salary Scale	:	PU7 NTNS
Responsible to	:	Administrator
Responsible for	:	Lower Cadre Staff

Purpose of the Job

To support the provision and supervision of shared administrative support services to the University.

Person Specification

1. Bachelor's degree in either Public Administration or Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or Business Studies (Management option) or a related field from a recognized institution.
2. Any relevant experience constitutes an added advantage.
3. Should have people skills.
4. Should be computer literate.

Duties and Responsibilities

- a) To supervise the delivery of common user goods and services.
- b) To coordinate mail, postage and courier services.
- c) To oversee the management of guests where deployed.
- d) To assist in the Unit where deployed in organizing events and ceremonies of a non-academic nature.
- e) To compile data and information for administrative decision making or speech preparation.
- f) To follow up and report on status of implementation of administrative decisions taken by either Management or Council.
- g) To assist in assembling relevant administrative data or information as requested.
- h) To supervise and appraise lower level administrative and support staff.

Key Outputs

- i. Delivery of common user goods and services supervised.
- ii. Mail, postage and courier services coordinated.
- iii. Guest reception and schedules managed.
- iv. Assistance for organization of non-academic events and ceremonies provided.
- v. Data and information for administrative decision making or preparation of speeches compiled.
- vi. Status of implementing actionable administrative decisions tracked and reported.
- vii. Lower level administrative and support staff supervised and appraised.

JOB TITLE	:	SENIOR COMMERCIAL OFFICER
Number of Vacancies	:	One (1)
Department	:	Technology, Incubation and Acceleration Centre

Salary Scale	:	M6.1NTNS
Responsible to	:	Director Graduate Studies, Research and Innovations
Responsible for	:	Lower cadre staff

Job Purpose

To oversee and guide the commercial, Industrial and business activities for the improved University Non Tax Revenue.

Person Specifications

1. An Honours Bachelor's Degree in Commerce or Economics or Cooperatives or Business Administration/Studies or Entrepreneurship or Finance and Accounting from a recognized Institution.
2. A Masters Degree in Business Administration or a related Field from a recognized Institution.
3. Three (3) years of working experience from a reputable organization and wide exposure to the private sector, operation and its investment.

Key Functions and Responsibilities

- a) To promote the organization and formation of financial resource pooling and conducive investment environment in the University.
- b) To assist in interpretation, implementation and enforcement of policies, laws and regulations on trade, industry and marketing.
- c) To provide technical advice and guidance on the development of commercial, industrial, related investments in the University.
- d) To collect, analyze and disseminate information on investment opportunities in the University.
- e) To monitor, evaluate and report on commerce and industry in the University.
- f) To facilitate and license business Investors to operate in the University; and

- g) To provide technical guidance and support to entrepreneurs and the business community.

Key Outputs

- i. Organization and formation of financial resource pooling and conducive investment environment promoted in the University.
- ii. Policies, laws and regulations on trade, industry, marketing interpreted, implemented and enforced.
- iii. Technical advice and guidance on the development of commercial, industrial, and related investments in the University.
- iv. Information on investment opportunities in the University collected, analyzed and disseminated.
- v. Commercial and industrial activities monitored, evaluated and reported on.
- vi. Investors facilitated and licensed to operate in the University. and
- vii. Technical support and guidance to entrepreneurs and the community provided

End.