

BUSITEMA UNIVERSITY JOB OPPORTUNITIES
EXTERNAL JOB ADVERT- No. 1/2019

Busitema University is a multi-campus Public University located in Eastern Uganda. Applications are invited from suitably qualified candidates to fill vacant positions at the University. Interested persons who meet the minimum requirements should submit 3 sets of applications duly signed together with detailed Curriculum Vitae with names of three referees, Academic Certificates and Transcripts, 3 recent passport photographs in envelopes addressed to the University Secretary, Busitema University, P.O. Box 236 Tororo or P.O. Box 226 Busia. Applications can be submitted to the Office of the University Secretary or at the Liaison Office at Lincoln Flats A2 Makerere University.

Deadline for submission of applications is 5:00 pm on Friday March 29, 2019.

A) **ADMINISTRATIVE POSITION:**

ACADEMIC REGISTRAR'S DEPARTMENT:

1. Position: Academic Registrar (1 Post)

Salary Scale: M3

Reports to: Vice Chancellor

Purpose of the job: To assist the First Deputy Vice Chancellor in the administration and organization of all academic matters including admission, undergraduate studies, post graduate studies, examinations, research and publication.

Requirements:

- a) Masters Degree in Education or Education Planning and Management, Human Resource Management, Public Administration, Management Studies or Organizational Psychology from a recognized Institution of higher learning.
- b) Applicants should be citizens of Uganda with an Honours Bachelors degree from a recognized Institution of higher learning.
- c) Working experience of at least eight (8) years, five (5) of which must have been served at managerial level in administration of academics in a reputable academic Institution.
- d) Knowledge of standard Computer applications is a requirement
- e) Applicants should not be below 40 years of age and not exceed 55 years of age at the time of deadline for application.

Tenure of Appointment

The appointment shall be for a period of five (5) years renewable once upon satisfactory performance.

Requirements:

PROCUREMENT AND DISPOSAL UNIT:

2. Position: Senior Procurement Officer, (1 Post) Re-advertised

Salary Scale: M5

Reports to: Procurement Manager

Purpose of the job: To provide procurement and logistical support services in planning, coordinating and managing the Procurement and Disposal Unit of the University to ensure value for money.

Requirements:

- a) A Masters Degree in Procurement and Logistics/ Purchasing and Supplies or Business Administration majoring in supply chain management or procurement & logistics, obtained from a recognized institution of Higher Learning and full professional qualification from Chartered Institute of Purchasing and Supply (CIPS).
- b) An Honours Bachelor's degree in Supplies Chain Management, Procurement and Logistics or Business Administration (Procurement option) obtained from a recognized institution of Higher Learning.
- c) Working experience of at least five (5) years, three (3) of which must have been served in a relevant field from a reputable organization.
- d) Knowledge of standard Computer applications is a requirement.
- e) Applicants should not exceed 50 years of age at the time of deadline for application.

FACULTY OF ENGINEERING

DEPARTMENT OF GINNING AND TEXTILE ENGINEERING:

3. Position: Chief Technician- Ginning and Textile Engineering (1 Post)

Salary Scale: M6.1

Reports to: Head of Department

Purpose of the job: To support the day to day management and operations of the Departmental Workshop/ Laboratory ensures proper installation and maintenance of equipments and to provide technical support to the Lecturers and Students during practical training sessions.

- a) An Honours Bachelors Degree in Textile Engineering from a recognized Institution of higher learning
- b) At least one year completion of Masters degree in the relevant area of specialization from a recognized Institution of higher learning
- c) Experience of three (3) years in polymer, textile or industrial engineering from a reputable Industry or Institution.
- d) Knowledge of standard Computer applications is a requirement.
- e) Diploma in Ginning Engineering is an added advantage.
- f) Applicants should not be below 35 years of age and exceed 50 years of age at the time of deadline for application i.e. 5:00pm on Friday March 29, 2019.

B) ACADEMIC POSITIONS:

FACULTY OF AGRICULTURE & ANIMAL SCIENCES

DEPARTMENT OF CROP PRODUCTION & MANAGEMENT

4. Position: Lecturer – Crop production & Management (1 Post)

Salary Scale: M6.1

Reports to: Head of Department

Purpose of the job: To support the Head of Department in the teaching and learning of Students, examining of Students, research, and community outreach.

Requirements:

- a) Masters degree (Plan A) in the above listed areas of specialization from a recognized Institution of higher learning.
- b) First Class or Second Class Upper division Bachelors degree in any of the following areas: Crop Science, Agronomy, Crop Breeding, Crop protection or Post Harvest Technology.
- c) Must have registered for Doctoral Studies in any of the above areas of specialization from a recognized Institution of higher learning.
- d) Experience not required for PhD holders or three (3) years of teaching experience or relevant working experience in a reputable Organization or Industry.
- e) Evidence of contribution to Community
- f) Applicants should not be below 35 years of age and not exceed 50 years of age at the time of deadline for application.

A) SUPPORT STAFF

FACULTY OF HEALTH SCIENCES

DEPARTMENT OF ANESTHESIA:

5. Position: Senior Lecturer, Anesthesia (1 Post)

Salary Scale: M5

Reports to: Head of Department

Purpose of the job: To support the Head of Department in the teaching and learning of Students, examining of Students, research, and community outreach.

Requirements:

- a) Master of Medicine (Anesthesia) degree.
- b) Bachelor of Medicine and Bachelor of Surgery from a recognized Institution of higher learning.
- c) A Practicing Certificate
- d) Three (3) years of University teaching experience or relevant working experience in a reputable Organization or Industry.
- e) Four (4) publications in Peer Reviewed Journals in the area of specialization, two (2) of which as the First/ Corresponding/ Senior author.
- f) Evidence of contribution to Community
- g) Applicants should not exceed 50 years of age at the time of deadline for application.

FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF TOURISM & HOSPITALITY:

6. Position: Assistant Lecturer, Tourism & Travel Management (1 Post)

Salary Scale: M6.2

Reports to: Head of Department

Purpose of the job: To support the Head of Department in the teaching and learning of Students, examining of Students, research, and community outreach.

Requirements:

- a) Masters Degree (Plan A) in Tourism and Travel Management from a recognized Institution of higher learning.
- b) First Class or Second Upper division Bachelors degree majoring in Tourism and Travel Management from a recognized Institution of higher learning.
- c) Applicant should be below the age of forty (40) years at the time of deadline for application.

DEPARTMENT OF ANESTHESIA:

7. Position: Technician I (1 Post)

Salary Scale: M12

Reports to: Chief Technician

Purpose of the job: To support the Senior Technician in the management of the day to day operations of the Departmental Laboratory, maintenance of equipments and provision of technical support to the Lecturers and Students during practical training sessions including simulation laboratory.

Requirements:

- a) At least an Ordinary Diploma in Information Technology from a recognized Institution.
- b) Medical simulation skills.
- c) At least one (1) year of experience in the relevant area.
- d) Should be able to demonstrate to students using modern medical simulation equipments
- e) Applicants should not exceed 50 years of age at the time of deadline for application.

UNIVERSITY SECRETARY'S DEPARTMENT:

8. Position: Transport Assistant (1 Post)

Salary Scale: M20

Reports to: Estates Officer

Purpose: To drive and maintain University Vehicles in accordance with the transport policy, procedures and guidelines.

Requirements:

- a) A Ugandan Certificate of Education (UCE).
- b) A valid Driving Permit.
- c) A certificate in motor Vehicle mechanics will be an added advantage
- a) Applicants should not be below 30 years and above 50 years of age at the time of Deadline for application.