Applications are invited from suitably qualified candidates for the following posts. Please submit your application, Curriculum Vitae, Certificates and Transcripts (3 copies each set) giving full details of applicants’ education, qualifications, work experience, present salary and naming three referees, plus their postal addresses. Applicants should make sure that at least two referees have forwarded references concerning their application.

Applications should be delivered to the Appointments Board Office, Room 406, Top Floor, Main Building, Makerere University, and addressed to:

The Director
Human Resources
Kampala.
P.O.Box 7062

Closing Date: 4th – January- 2013

A: ACADEMIC STAFF.

NOTE: Age limit for Assistant Lecturer is below 40 years of age.

1. Performing Arts and Film.

(a) Post: Assistant Lecturer (2)

Either

Qualification: (i) MA in Communication Studies or Film or Television.
               (ii) Minimum of an Upper Second Class Bachelors Degree in Drama.

Or

Qualification: (i) Masters Degree in Music majoring in Music Composition, Music Analysis,
Area of Specialization: Experience in indigenous Uganda Music and dance Performance is essential.

Duties: Teaching, Supervision of Undergraduate students and research projects.

2. Department of History, Archeology and Organizational Studies.

(a) Post: Lecturer (1)

Qualification: (i) PhD in History

Duties: Teaching, examining and grading of graduates
         Supervision of research for Graduate and Undergraduate students
         Mentoring junior staff in academic growth and research

3. Department of Political Science and Public Administration

(a) Post: Lecturer (1)

Qualification: (i) PhD in Political Science, International Relations or Public Administration.
               (ii) Masters degree in either Political Science, International Relations or Public Administration.
               (iii) Bachelors’ degree in either Political Science, International Relations or Public Administration.

Duties: Teaching, examining and grading of graduates
         Supervision of research for Graduate and Undergraduate students
         Mentoring junior staff in academic growth and research

4. Department of Social Work and Social Administration

(a) Post: Assistant Lecturer (3)

Qualification: (i) Masters Degree in either Social Work or Social Sector Planning and Management.
               (ii) Minimum of an Upper Second Class Bachelors Degree in Social Work and Social Administration.

Duties: Teaching, Supervision of Undergraduate students and research projects.

(b) Post: Lecturer (2)

Qualification: (i) PhD in related field i.e Social Work or Social Policy.
(ii) Masters degree in Social Work.
(iii). Bachelors’ degree in Social Work.

Duties: Teaching, examining and grading of graduates
Supervision of research for Graduate and Undergraduate students
Mentoring junior staff in academic growth and research

5. Department of Sociology and Anthropology

(a) Post: Assistant Lecturer (2)

Qualification: (i) Masters Degree in Sociology
(ii) Minimum of an Upper Second Class Bachelors Degree with Sociology.


a) Post: Associate Professor (1)

Qualifications: (i) PhD in Development Studies.
(ii) Evidence of Pedagogical skills.
(iii) Eleven (11) recognized Publications in the area of specialization.

Duties: Teaching, examining and grading of graduates
Supervision of research for graduate and undergraduate students
Mentoring junior staff in academic growth and research

b) Post: Lecturer (2)

Qualifications: PhD in Development Studies

Duties: Teaching, Research, Mentoring other staff and students
Supervision of Graduate Students
Any other duties allocated by the Head of Department

c) Post: Assistant Lecturer (3)

Either

Qualification: (i) Masters Degree in Development Studies or Peace and Development Studies.
(ii) Minimum of an Upper Second Class Bachelors Degree in related field.

Or

Qualification: (i) Masters Degree in Organizational Studies or related field such as (Organizational Psychology, Human Resource Management, MBA)
(ii) Minimum of an Upper Second Class Bachelors Degree in related field.
Duties: Teaching, Supervision of Undergraduate students and research projects.

## COLLEGE OF ENGINEERING, DESIGN, ART AND TECHNOLOGY

### 1. Department of Architecture and Physical Planning.

**a) Post:** Professor (1)

**Qualifications:**
(i) PhD in Architecture or Urban Planning or Landscape Architecture or Housing or Interior Design.
(ii) Evidence of Pedagogical skills.
(iii) Twenty one (21) recognized Publications in the area of specialization.

**Added advantage**
(iv) Ten years experience in teaching, research & practical experience.
(v) Evidence of good contributions/service to the community.

**Duties:**
- Teaching, Research, Mentoring other staff and students
- Supervision of Graduate Students
- Any other duties allocated by the Head of Department

### 2). Department of Electrical and Computer Engineering.

**a) Post:** Lecturer (2)

**Qualifications:**
(i) PhD in Electrical Engineering or Computer Engineering or Telecommunication Engineering.

**Area of Specialization:**
- Hydropower and Power Electronics will be an added advantage.

**Duties:**
- Teaching, examining and grading of graduates
- Supervision of research for graduate and undergraduate students
- Mentoring junior staff in academic growth and research

**c) Post:** Assistant Lecturer (4)

**Qualification:**
(i) MSc. in Telecommunication Engineering or Electrical Engineering or Power Systems Theory or Computer Engineering or Embedded Systems.
(ii) An Upper Second Bachelor degree in a related field.

**Duties:**
- Teaching, Supervision of Undergraduate students and research projects.

### 3). Department of Civil and Environmental Engineering.

**a) Post:** Lecturer (2)
Qualifications: (i) PhD in Civil Engineering or Environmental Engineering.

Area of Specialization: Hydropower and Power Electronics will be an added advantage.

Duties: Teaching, examining and grading of graduates
        Supervision of research for graduate and undergraduate students
        Mentoring junior staff in academic growth and research

b) Post: Assistant Lecturer (2)

Qualification: (i) MSc. In Telecommunication engineering or Electrical engineering or Power Systems theory or Computer engineering or Embedded Systems.

Duties: Teaching, Supervision of Undergraduate students and research projects.

**COLLEGE OF NATURAL SCIENCES.**

1. Department of
   a) Post: Assistant Lecturer (3)

Qualifications: (i) A Master of Science Degree with Mathematics done as a major area.
               (ii) Minimum of an Upper Second Class Degree with Mathematics as major subject.

Duties: Teaching, Supervision of Undergraduate students and research projects.

**COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES.**

1. Department of Agribusiness and Natural Resource Economics.
   a) Post: Senior Lecturer (1)

   (i) PhD in Agricultural Economics or Agribusiness.
   (ii) MSc in Agricultural Economics or Agribusiness Management.
   (iii) BSc in Agriculture or Agribusiness Management.
   (iv) Eight (8) recognized publications in the area of specialization.
   (v) Evidence of good contributions/service to the community

   Duties: Teaching, examining and grading of graduates
           Supervision of research for graduate and undergraduate students
           Mentoring junior staff in academic growth

b) Post: Lecturer (2)
**Qualifications:** (i) PhD in Agricultural Economics or Agribusiness with specialization Agribusiness related area or Natural resource Economics.

**Duties:** Teaching, examining and grading of graduates  
Supervision of research for graduate and undergraduate students  
Mentoring junior staff in academic growth and research

### 2. Department of Geography, Geo-Informatics and Climatic Sciences.

**a) Post:** Lecturer  (1)

**Qualifications:** (i) PhD in Geography

**Duties:** Teaching, examining and grading of graduates  
Supervision of research for graduate and undergraduate students  
Mentoring junior staff in academic growth and research

**b) Post:** Assistant Lecturer  (2)

**Qualification:** (i) Masters Degree in Geography  
(ii). At least an Upper Second degree Geography or related discipline.

**Duties:** Teaching, Supervision of Undergraduate students and research projects.

### 3. Department of Agricultural Production.

**a) Post:** Lecturer  (6)

**Either**

**Qualifications:** (i) PhD in Animal Breeding/Genetics or Science with a bias in Animal breeding/Genetics

**Or**  
(ii) PhD in Animal Physiology/Zoology/Veterinary Medicine/Animal Science.

**Or**  
(iii) PhD in Plant pathology- Mycology/Bacteriology.

**Or**  
(iv) PhD in Genetics/Plant Breeding/Experimental Designs.

**Or**  
(v) PhD in Agronomy/Crop Physiology/Farmings and Cropping Systems

**Or**  
(vi) PhD in Biotechnology/ Plant Physiology/Crop Physiology/Tissue Culture/transformations.

**Duties:** Teaching, examining and grading of graduates  
Supervision of research for graduate and undergraduate students
Mentoring junior staff in academic growth and research

b) Post: Assistant Lecturer (2)

Either
Qualification: (i) MSc. Degree in Animal Science with a bias in Poultry Science/ Management or MSc. Veterinary with a bias in Poultry Science/ Management

(ii). At least an Upper Second degree in Agriculture.

Or
Qualification: MSc. Animal Science with A Bachelor’s Degree in Veterinary Medicine. or MSc. in Veterinary Medicine.

Duties: Teaching, Supervision of Undergraduate students and research projects.

<table>
<thead>
<tr>
<th>COLLEGE OF EDUCATION AND EXTERNAL STUDIES</th>
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<tbody>
<tr>
<td>1. Department of Science and Technical Education</td>
</tr>
<tr>
<td>a. Post: Lecturer (3)</td>
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<tr>
<td>Qualifications: (i) A PhD in Science Education. Specializing in Physics Education Or Agricultural Education.</td>
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<td>(ii) A Masters in Science Education.</td>
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<tr>
<td>Duties: Teaching, examining and supervising Undergraduates Students. Conducting Research and attend conferences.</td>
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</table>

2. Department of Foundation and Curriculum Studies

b). Post: Assistant Lecturer (1)

Qualifications: Minimum of an Upper Second Class Bachelor’s Degree in Education. A Masters of Education in Curriculum Studies.

Duties: Teaching, examining and supervising Undergraduates Students. Conducting Research, attend conferences.

3. East African School of Higher Education Studies and Development

a) Post: Lecturer (2)
Qualifications: (i) A PhD in Educational Management and Planning/Administration or Educational Policy and Planning (Educational Management). or Planning of Education. (ii) Eight (8) recognized publications in the area of specialization. (iii) Evidence of good contributions/service to the community

Areas of Specialization: Educational Policy and Planning
Duties: Teaching, examining and supervising Undergraduates Students. Conducting Research and attend conferences.

b) Post: Senior Lecturer (1)
Qualifications: (i) A PhD in Educational Management and Planning/Administration or Educational Policy and Planning (Educational Management). or Planning of Education.

Areas of Specialization: Educational Policy and Planning
Duties: Teaching, examining and supervising Undergraduates Students. Conducting Research and attend conferences.

COLLEGE OF HEALTH SCIENCES

1. Department of Human Anatomy

b) Post: Professor (1)
Qualifications: (i) PhD or Masters Degree in Human Anatomy, General Surgery or Orthopaedic Surgery (ii) Evidence of Pedagogical skills. (iii) Twenty (21) recognized Publications in the area of specialization. Added advantage (iv) Ten years experience in teaching, research & practical experience. (v) Evidence of good contributions/service to the community.

Duties: Teaching, Research, Mentoring other staff and students Supervision of Graduate Students Any other duties allocated by the Head of Department

c) Post: Lecturer (1)
Qualifications: PhD or Masters Degree in Human Anatomy General Surgery or Orthopaedic Surgery
Duties: Teaching, Research, Mentoring other staff and students Supervision of Graduate Students Any other duties allocated by the Head of Department
2. Department of Radiology

a) Post: Professor (1)

Qualifications: (i) PhD or MBchB. M.Med Radiology
(ii) Twenty One (21) recognized Publications in the area of specialization.
(iii) Teaching experience in a recognized learning & teaching institution is an added advantage.

Duties: Teaching, examining and grading of Undergraduate and Graduates’ performance. Supervision of research for Graduate & Undergraduate Students. Mentoring Junior staff in academic growth & research. Providing academic leadership to the department.

3. Department of Nursing

a) Post: Professor (1)

Qualifications: PhD Nursing or Masters Degree in Clinical Sciences
Registered with Uganda Nurses and Midwives Council
Evidence of Pedagogical Skills
Twenty One (21) recognized Publications in the areas of specialization

Duties: Teaching, Examining and grading of undergraduates and Graduates’ performance,
Participate in Clinical teaching
Supervision of research for graduate and undergraduate Students
Mentoring junior staff in academic research
Community outreach services
Providing leadership to the department.

b) Post: Associate Professor (1)

Qualifications: PhD Nursing or Masters Degree in Clinical Sciences
Registered with Uganda Nurses & Midwifery Council
Evidence of Pedagogical skills
Eleven (11) recognized publications in the area of specialization

Duties: Teaching, examining and grading of undergraduates and graduate students
Participate in Clinical teaching and service
Supervision of research for graduate and undergraduates
Mentoring junior staff in academic research
Community outreach services
Providing leadership to the department.

c) Post: Senior Lecturer (1)

Qualifications: PhD Nursing or Master of Science in Nursing
Evidence of pedagogical skills
Registered with Uganda Nurses and Midwives Council
Eight (8) recognized publications in the area of specialization

Duties: Teaching, examining and grading of undergraduates and graduate students
Participate in Clinical teaching and service
Supervision of research for graduate and undergraduates
Mentoring junior staff in academic research
Providing leadership to the department.

4. Department of Pharmacology & Therapeutics

a) Post: Senior Lecturer (1)

Qualifications: Bachelor of Medicine and Bachelor of Surgery or B. Pharmacy.
Masters Degree in Pharmacology
PhD in Pharmacology
Three (8) Publications

Duties: Conducting Lectures and Tutorials
Supervision of post graduate students
Grant writing and management

b) Post: Lecturer (2)

Qualifications: PhD in Pharmacology
A Bachelors and Masters Degree in Pharmacology

Duties: Conducting Lecturer and Tutorials
Supervision of Post Graduate Students
Writing Research Grants

c) Post: Assistant Lecturer (1)

Qualifications: A Bachelors and Masters Degree in Pharmacology

Duties: Conduct tutorials and assist in Research.

5. Department of Paediatrics & Child Health

a) Post: Senior Lecturer (2)
Qualifications: Masters in Medicine in Paediatrics
Eight (8) publication in the area of specialization.

Duties: Teaching undergraduates & Postgraduates
Carry out clinical services
Supervising & Mentoring students at Post graduate level
Conducting Research/Collaborations


a) Post: Associate Professor (1)

Qualifications: PhD in Family Medicine
Masters in Family Medicine
5 years supervising and teaching post-graduates
At least 2 Graduate Student supervisions equivalents
PhD + Masters in Community Practice
Eleven (11) Publications in peer-reviewed journal

Duties: Administration of Curriculum
Teaching Post Graduates
Assessment of students
Supervision of Research
Conduct Research
Render clinical care

b) Post: Senior Lecturer (2)

Qualifications: Master of Medicine in Family Medicine OR
Community Practice OR General Practice OR Primary Health Care
Eight (8) Publications in peer-reviewed journal.

Duties: Teaching and Supervising Post Graduates
Teaching and Supervising Under Graduates
Conduct Research
Render Clinical Care
Curriculum Development & Implementation

7. Department of Pharmacy

a) Post: Associate Professor (1)

Qualifications: PhD or Masters Degree in Pharmacy
Evidence of pedagogical skills
Eleven (11) new publications within three years at the time of application.
Duties: Teaching, examining and grading of graduate students, Supervision of research for graduate and undergraduate students Mentoring junior staff in academic growth and research, Community out-reach services. Generate grants for research in Pharmacy. Provide academic leadership to the Department

b) Post: Senior Lecturer (2)

Qualifications: PhD or Masters degree in Pharmacy Evidence of Pedagogical skills Eight (8) recognized publications in the area of specialization.

Duties: Teaching, examining and grading of graduate students Supervision of research for graduate and undergraduate students Mentoring junior staff in academic growth and research Community out-reach services Providing academic leadership to the Department

a) Post: Lecturer (1)

Qualifications: PhD or Masters Degree in Pharmacy

Duties: Teaching, examining and grading of graduate students Supervision of research for graduate and undergraduate students Mentoring junior staff in academic growth and research Community out-reach services. Generate grants for research in Pharmacy. Provide academic leadership to the Department

c) Post: Assistant Lecturer (1)

Qualifications: A Bachelors Degree in Pharmacy having successfully passed all first year courses.

Duties: Teaching, examining and grading of graduate students, Supervision of research for graduate and undergraduate students Mentoring junior staff in academic growth and research, Community out-reach services. Generate grants for research in Pharmacy. Provide academic leadership to the Department

8. Department of Physiology

a) Post: Professor (1)

Qualifications: PhD in Biomedical Sciences OR Physiological Sciences OR, Medicine OR Dentistry

Evidence of pedagogical skills Twenty one (21) recognized publications in the areas of specialization.
Duties: Lecture, tutor, supervise PhD Students and Masters Students. Administrative and Clinical Work and Research

b) Post: **Associate Professor** (1)

Qualifications: PhD in Biomedical Sciences, especially Physiology
Masters in Clinical discipline
Evidence of pedagogical skills
Eleven (11) new publications within three years at the time of application.

Duties: Supervise PhD and Masters Students
Lecture and tutor students in the College of Health Sciences

9. Department of Anaesthesia:

a) Post: **Associate Professor** (1)

Qualifications: PhD is an added advantage
Evidence of pedagogical skills
Eleven (11) recognized publications in the area of anaesthesia, intensive care, trauma or chronic pain

Duties: Teaching, examining and grading of undergraduate and post graduate students
Supervision of research
Mentoring junior staff in academic growth & research
Offer specialized clinical services in ICU, Anaesthesia, pain and emergency units.

10. Department of Pathology

a) Post: **Assistant Lecturer** (2)

Qualifications: MBchB, with credits
Evidence of registration for a Masters Degree in Pathology, Haematology, clinical chemistry or genetics, having successfully passed all first year courses.

Duties: Assisting Senior staff in grading of undergraduates students performance
Conducting tutorial seminars to undergraduate students
Assisting Senior staff in research.
11. Department of E.N.T

a) Post: Senior Lecturer (1)

Qualifications: Masters Degree in Speech & Language Therapy
Eight (8) recognized publications in the area of specialization.

Duties: Lecture undergraduate speech & language therapy students
Carry our research
Co-ordinate the running of the Bachelor’s Programme in Speech & Language therapy
Carry out speech & language therapy clinical duties as required.

b) Post: Assistant Lecturer (1)

Qualifications: Bachelor’s Degree in Clinical Discipline
Registered & passed first year course in relevant Masters Degree in Speech and Language Therapy

Duties: Assist in teaching undergraduates
Assist in research
Perform assigned clinical duties

12. Department of Medical Illustration

Post: Medical Illustrator (1)

Qualifications: MSc. Medical Illustration, Graphic and Medical Sculpture or Medical Photography and film Production, with experience in medical illustration.

Duties: Teaching, examining and grading of graduates
Supervision of research for graduate and Undergraduate students
Mentoring junior staff in academic growth and research

Post: Assistant Medical Illustrator (1)

Qualifications: MSc. Medical Illustration, Graphic and Medical Sculpture or Medical Photography and film Production.

Duties: Teaching, examining and grading of graduates
Supervision of research for graduate and Undergraduate students
Mentoring junior staff in academic growth and research
13. Department of Internal Medicine.

Post: Senior Lecturer (1)

Qualifications: MBcHB
Masters of Medicine from a recognized Institution.
Eight (8) recognized publications in the area of specialization.

Duties: Teaching, examining and grading of undergraduate students
Mentoring of junior staff in academic growth and research
Community out-reach services

14. Department of Ophthalmology

Post: Senior Lecturer (1)

Qualifications: MBchB
Masters of Medicine in Ophthalmology from a recognized Institution.
Eight (8) recognized publications in the area of specialization.

Duties: Teaching, examining and grading of undergraduate students
Mentoring of junior staff in academic growth and research
Community out-reach services

NOTE:

1. Minimum qualifications for each post category.

Post: Professor
Qualifications: (i) A PhD or Master’s degree in Clinical Sciences.
(ii) Evidence of Pedagogical skills.
(iii) Twenty one (21) recognized Publications in the area of specialization and at least five (5) Publications within the last three years at the time of application.

(b) Post: Associate Professor

Qualifications: (i) A PhD or Master’s degree in Clinical Sciences
(ii) Evidence of Pedagogical skills.
(iii) Eleven (11) recognized Publications in the area of specialization and at least five (4) Publications within the last three years at the time of application.
(c) **Post:** Senior Lecturer

**Qualification:**
(i) A PhD or Masters’ degree in Clinical Sciences.
(ii) Evidence of Pedagogical skills.
(iii) Eight (8) recognized Publications in the area of specialization.
     and at least five (3) Publications within the last *three years* at the time of
     application.

(d) **Post:** Lecturer

**Qualifications:**
(i) A PhD or Masters’ degree in Clinical Sciences.

(e) **Post:** Assistant Lecturer

**Qualification:**
(i) At Least Second Class Upper Division Bachelor’s Degree
(ii) A Masters Degree.

**ADMINISTRATIVE STAFF:**

1. **DIRECTORATE FOR ICT SUPPORT (DICTS)**

   a). **Deputy Director (1)**

   **Reports to:** Director (DICTS)

   **Salary Scale:** M4

   **Job Role:** Deputize the Director in the overall management and Coordination of ICT services
   and support systems within the

   **Required Qualifications:**
   A Masters degree in the following ICT related fields: Electrical Engineering, Telecommunication Engineering, or Computer Science (Network specialisation).
   A bachelor’s degree in a related field

   **Required Experience:** At least 4 years experience of ICT related work including data networks design and implementation.

   **Duties and Responsibilities:**
1. Guide the functions and operations of the establishment and maintenance of the physical network infrastructure.
2. Guide the function and operations of Networks management (management of all Network operations and assuring availability and security at the network level)
3. Guide the development of the security and disaster recovery policies and procedures and supervise their implementations.
4. Prepare the oversee compliance with the service level agreements
5. Handle related assignments as may be assigned from time to time by the Director, DICTS

**Required attributes:**

- Project management skills and experience
- Relevant experience in planning, budgeting and management
- Knowledge of the University’s management system.
- Good interpersonal skills
- Good conceptual skills
- Output-oriented work habits
- Initiative

**Age Limit:** Applicants should not exceed **50 years** of age.

**Tenure of Appointment:** The appointment shall be for a contract period of **Four** years and may be renewed subject to satisfactory performance following appraisal.

b) **Planning and Maintenance Manager (1)**

**Reports to:** The Deputy Director, DICTS

**Salary Scale:** M5

**Qualifications:**

(i) A Masters degree in Electrical or Electronics Engineering with a strong bias in telecommunication systems and computer hardware.

(ii) 3 years experience 2 of which must be in network design, installation and operation of both Local Area Networks and Wide Area Networks.

**Duties and Responsibilities**

The Planning and Maintenance Manager will be responsible for planning for new technology acquisition, infrastructure expansion, and ensuring proper maintenance management of the ICT infrastructure. This will involve planned and corrective maintenance to ensure minimum system outage or performance degradation at an acceptable cost. (S)he will carry out the following specific tasks:

1. Plan for infrastructure expansion and improvement, including migration to new technologies
2. Carryout asset management for ICT infrastructure
3. Document the entire network infrastructure and ensure updating of the configuration database
4. Support academic and administrative units in specifying, implementing and maintaining their internal ICT infrastructure
5. Implement planned and corrective maintenance
6. Plan and administer disaster recovery measures for ICT infrastructure
7. Plan and implement business continuity efforts for the various university ICT infrastructure
8. Carryout a trends watch function in the ICT Infrastructure field and plan for innovations
9. Handling any other duties which may from time to time be assigned by the Deputy Director, DICTS.

Required Attributes:

- Experience in network design and installation
- Experience in the maintenance and repair of electronic equipment, computers, communication equipment, and radio frequency equipment.
- Experience with computer aided trouble shooting, remote diagnostics, and automatic test equipment.
- Familiarity with international standards and recommendations applicable to communication networks
- Ability to manage and supervise teams with experience in prioritising tasks
- Good inter-personal skills
- Output-oriented work habits

Remuneration: Makerere University M5 scale.

Tenure of Appointment: The appointment shall be for a period of Four years with effect from the date of assumption of duties and may be renewed subject to satisfactory performance following appraisal.

c) Post: Network Manager (1)

Reports to: The Deputy Director, DICTS

Salary Scale: M 5

Required Qualifications: (i) A Bachelor’s Degree in Electrical, Electronics OR Data Communications Engineering.
(ii) A Masters degree in Telecommunications OR Data Communications.

Required Experience (i) A Minimum of 3 years experience in management of Networks in large organisation.

Duties and Responsibilities:

The Network Manager will be responsible for managing access to the network and central ICT resources, monitoring and assuring system performance, and planning expansion/improvement. (S)he will also be directly responsible for day-to-day management and
enforcement of the University's computing policy. The Network Manager will carry out the following specific tasks:

a. Guiding the functions of Network Administrators
b. Ensuring that the network grade and quality of service meet performance targets through monitoring, and initiating changes for improvement
c. Administration of Service Level Agreements
d. Ensuring compliance with the computing policy with emphasis on ensuring software and data security and integrity using soft and hard solutions
e. Planning for and administering disaster recovery measures for the network
f. Planning system growth and improvement
g. Carrying out a trends watch function in the networks field and plan for innovations
h. Handling any other duties which may from time to time be assigned by the Deputy Director, DICTS.

Required Attributes.

- Intimate knowledge of computer hardware and software as well as communication hardware and software;
- Good knowledge of the design, installation and operation of local area networks;
- Good knowledge of computer networking and performance monitoring, including relevant experience of intranet and internet service provision;
- Advanced knowledge of the internet and internet governance;
- Ability to manage and supervise teams with experience in prioritising tasks;
- Good interpersonal skills;
- Output-oriented work habits.

Age Limit: Applicants should not exceed 50 years of age.

Tenure of Appointment: The appointment shall be for a contract period of Four years and may be renewed subject to satisfactory performance following appraisal.

d) End-User Support Manager (1)

Reports to: The Deputy Director, DICTS

Salary Scale: M 5

Required Qualifications: A Masters degree in any ICT related discipline

Required Experience:
(S)he should have at least 3 years experience 2 of which must involve interfacing with customers. Training in customer care and public relations will be an added advantage.

Duties and Responsibilities:

The End user Support Manager will be responsible for ensuring effective functioning of the End –User –Support function and proper delivery of the Help Desk Function.
The End user support Manager will carry out the following specific duties:

- Manage all clients of DICTS
- Develop and administer the service level agreements in Makerere University.
- Guide the functions of the Help Desk Administrator
- Recommend and implement Help Desk tools and research that will make it responsive to user needs
- Guide the professional development of Help Desk staff
- Ensure adequate availability of a support service for all ICT services and products.
- Handling any other duties which may from time to time be assigned by the Deputy Director, DICTS.

**Required attributes:**

- Advanced understanding of desktop hardware, operating systems, utilities and applications
- Good knowledge of network management and diagnostic tools
- Very good communication skills
- Desirable knowledge of call centre and call centre applications
- Personable
- Good knowledge of the internet and intranet applications
- Excellent inter-personal skills

**Age Limit:** Applicants should not exceed 50 years of age.

**Tenure of Appointment:** The appointment shall be for a contract period of Four years and may be renewed subject to satisfactory performance following appraisal.

e) **Network Administrator (2)**

**Reports to:** Network Manager.

**Salary Scale:** M6

**Job Role:** The network administrator will be responsible for administering the backbone equipment LOGICAL CONNECTIVITY, including core routers, firewalls and Voice routing servers.

**Required Qualifications:**
An Honours Bachelor’s degree in an ICT related field from a recognised Institution.

**Required Experience:** At least 3 years experience in administering a large network.

**Duties and Responsibilities:**

- Design and administration of Internet Protocol (IP) address assignments according to standard network design.
- Design and administration of Network services including electronic mail, web and Domain Name Systems.
- Design and administration of Voice communication services and assignment of
extension numbers
• Administration of the university's backbone routers and communication servers
• Ensuring of integrity the backbone communication infrastructure and administering access and access levels, including blocking unauthorized access.
• Administration of network security, including design of network protocol and traffic analysis tools to mitigate hostile surveillance and attack from internal users as well as from the internet.
• Monitoring backbone and internet links for purposes of ensuring network availability to users.
• Documenting network services, configurations and procedures as they evolve

Required attributes:

• Good knowledge of the Unix operating system
• Good knowledge of the design, installation and operation of large local and wide area networks
• Good knowledge of the design, installation and operation of large electronic mail systems
• Good knowledge of computer networking and performance monitoring, including relevant experience in routing, data and voice service provision
• Good interpersonal skills
• Good conceptual skills
• Output-oriented work habits
• Initiative

Age Limit: Applicants should not exceed 50 years of age.

Tenure of Appointment: The appointment shall be for a contract period of Four years and may be renewed subject to satisfactory performance following appraisal.

f) Post: Database Administrator (1)

Reports to: Data Base Manager.

Salary Scale: Makerere University M6

Job Role: The Database Administrator will be responsible for the day-to-day administration of existing university's databases used by the different systems.

Required Qualification: An honours Bachelor’s degree in Computer Science or a related field, with specialisation in database management. Oracle and Comptia Security + certifications are added advantage.

Required Experience: At least three years experience administering large databases.

Duties and Responsibilities:
1. Implementing policies and procedures that have been developed for effective management and operation of university databases;
2. Maintenance, Backup / Restoration and recovery of University databases
3. Database performance monitoring and tuning
4. Building and maintaining databases
5. Developing and maintaining interfaces with different databases
6. Developing and maintaining data-mining and reporting applications
7. Handling any other duties which may from time to time be assigned by the Database Manager, DICTS

**Required attributes**
- Experience in setting up and day-to-day administration of relational databases (Oracle, Mysql and Ms Server)
- Experience in PL/SQL programming and UNIX scripting
- Experience using and operating in a UNIX environment
- Good conceptual skills
- Initiative and innovation
- Good inter-personal skills
- Output-oriented work habits Initiative

**Age Limit:** Applicants should not exceed **50 years** of age.

**Tenure of Appointment:** The appointment shall be for a contract period of **Four** years and may be renewed subject to satisfactory performance following appraisal.

g) Systems Administrator (2)

**Salary scale:** (M6)

**Reports to:** Systems Manager

**Required Experience:** Systems Administrators will be people with at least an Honours Bachelor’s degree in Computer Science or a very closely related area with very good programming skills, and at least 3 years experience in management of information systems.

**Job Role:** Systems Administrators will be responsible for the provision of expert support for the major information systems, viz: ARIS, FINIS, HURIS and LIBIS.

**Duties and responsibilities:**
- Management of the ARIS, FINIS, HURIS & LIBIS systems in the respective units in consultation with the Systems Manager and Database Manager.
- Plan and coordinate ICT training requirements for staff in the respective units especially in line with the operations of information systems.
- Provide expert support for the information system applications in the respective units
- Participate in developing internal local software in laison with the Systems Manager
- Work closely with the Systems Manager, Network Manager, and Database Administrator in planning system expansion and improvements.
• Handling any other duties which may from time to time be assigned by the Systems Manager

Required attributes:
• Good knowledge in UNIX operating system and ORACLE database platform
• Experience with programming is a must
• Good knowledge of open source software and platforms
• Good knowledge in computer security
• Good knowledge in network management tools
• Knowledge in basic accounting (only for FINIS)
• Good inter-personal skills.

Age Limit: Applicants should not exceed 50 years of age.

Tenure of Appointment: The appointment shall be for a contract period of Four years and may be renewed subject to satisfactory performance following appraisal.

h) Email- Web Administrator (1)

Salary Scale: M6

Reports to: Network Manager

Job Role: The EMI Administrator will be responsible for the management of the email, internet and intranet access. (S)he will carry out the following specific tasks:

Required Qualification: The EMI Administrator will be a person holding an honours degree in any ICT related field, with at least two years experience the configuration and administration of electronic mail systems.

Duties and Responsibilities: Administration of address assignment and access according to an approved plan and the access policy
• Administration of access and access levels, including blocking unauthorised access
• Monitoring usage for purposes of cost control and cost recovery
• Handling any other duties which may from time to time be assigned by the Network Manager

Required attributes:
• Experience in email administration and maintenance
• Fully computer literate
• Good inter-personal skills
• Output-oriented work habits
• Initiative

Age Limit: Applicants should not exceed 50 years of age.
**Tenure of Appointment:** The appointment shall be for a contract period of **Four** years and may be renewed subject to satisfactory performance following appraisal.

### 2. DEAN OF STUDENTS

**a) Post:** Warden (03)

**Reports to:** Dean of Students

**Salary Scale:** Makerere University M 6

**Required Qualifications:**

I. An honours bachelors’ degree from a recognised Institution.

II. A Masters degree preferably in Management and Administration or Public Administration from a recognized Institution.

**Required Experience:** At least 3 years of managing students’ affairs

**Duties and Responsibilities:**

1. To be in charge of general administration of a Hall of Residence working hand in hand with students’ Government.
2. Is the Accounting Officer of the Hall of Residence and as such is in charge of the Hall budget and Students’ Government budget
3. Ensures decent accommodation of both resident and non resident students attached to the hall.
4. To be in charge of students discipline in Hall of residence by enforcing all the rules and regulations and disciplinary procedures
5. To counsel Students on regular basis
6. To be responsible for the payment of students allowances.
7. To be responsible for the collection of the following categories of funds paid to the University.
   - Caution money
   - Subscription fee to the Students’ Guild.
   - Identity card.
   - Games Union
   - And any other monies payable by students which the Warden may be directed to take charge of.

**Essential skills/competences:**

- Well developed interpersonal, listening, counseling and communication skills
- Integrity in financial and Public Administration.
- Interpersonal and Communication skills
• Willingness to learn
• Ability to adapt to changes.

3. PLANNING AND DEVELOPMENT

(a) Post: Senior Economist (2)
Reports to: Director Planning
Salary Scale: M5

Job Role: To collect, maintain, analyze, interpret, and disseminate data and information pertaining to undergraduate teaching and learning and internationalization in the University and to prepare position papers and statistical reports to inform University planning and decision making regarding undergraduate teaching and learning.

Qualifications
• A Masters degree in Statistics
• A relevant Honors’ Bachelors’ degree from a recognized Institution.

Required experience:
• Minimum of 4 years working in a research environment

Duties and Responsibilities:
1. Carries out analysis of student attrition, repetition and graduation rates on all undergraduate programs
2. Initiates surveys designed to elicit opinions of fresh, continuing and graduating students on a range of issues. Surveys will include 1st destination survey and undergraduate experience survey.
3. Develops and maintains a core of outcome indicators for all undergraduate programmes
4. Tracks data on time to undergraduate degree and post graduation employment of graduates with undergraduate degrees.
5. Profiles undergraduate student body on a range of characteristics including demographic characteristics and socio-economic background.
6. Computes and updates Full Time Student Equivalent (FTSEs) database for all Colleges for guidance in determination of academic staff establishment
7. Analyzes instructional contribution of different schools to all undergraduate academic programs.
8. Analyzes demand trends for all undergraduate programs for the past 5 years to inform academic program review.
9. Participates in monitoring of graduates employment and generating advice to the University on areas of human resource expansion in the economy.

10. Undertakes surveys of international students on a range of issues.

11. Prepares position papers and statistical reports to inform university planning and decision making.

12. Provides technical assistance to Colleges and Non Teaching Units in regard to strategic and operational planning.


14. Participates in data collection from colleges and non teaching units for the University’s annual report.

15. Serves as a desk officer in the implementation of the Institutional Development Program.


**KEY OUTPUTS**

(i) Analytical Reports
(ii) Survey Reports
(iii) FTSE database
(iv) Annual Report
(v) Fact Book

**Competencies**

- Facility in Statistical Package for Social Scientists (SPSS)
- Facility in Microsoft office
- Excellent Report writing skills
- A team player with good interpersonal relations;

**Age limit:** Applicants should not exceed 50-years at the time of submission of the application.

**Tenure of appointment:** Permanent Terms

**(b) Post: Economist (1)**

**Reports to: Director Planning**

**Salary Scale:** M6

**Job Role:** To provide support in collection, maintenance, analysis, interpretation, and dissemination of data and information pertaining to undergraduate teaching and learning and internationalization in the University and in the preparation of position papers and statistical reports to inform planning and decision making regarding undergraduate teaching and learning.
Qualifications

• A Masters degree in Statistics
• A relevant Honours’ Bachelors’ degree from a recognized Institution.

Required experience:

• Minimum of 2 years working in a research environment

Required experience:

• Minimum of 2 years working in a research environment

Duties and Responsibilities

1. Participates in the analysis of student attrition, repetition and graduation rates on all undergraduate programs
2. Participates in the surveys designed to elicit opinions of fresh, continuing and graduating students on a range of issues. Surveys will include 1st destination survey and undergraduate experience survey.
3. Develops Terms of Reference for the conduct of tracer studies for different undergraduate academic programs
4. Participates in the development and maintenance of a core of outcome indicators for all undergraduate programmes.
5. Participates in tracking data on time to undergraduate degree and post graduation employment of graduates with undergraduate degrees
6. Participates in the profiling of the undergraduate student body on a range of characteristics including demographic characteristics and socio-economic background
7. Participates in the determination of Full Time Student Equivalent (FTSEs) database for all Colleges
8. Participates in the Analysis of instructional contribution of different schools to all undergraduate academic programs

Age limit: Applicants should not exceed 50-years at the time of submission of the application.

Tenure of appointment: Permanent Terms of Service

4). Directorate of Investment & Resource Mobilization

a) Post: Deputy Director (1)

Reports to: Director
Salary scale: Makerere University M4

Required Qualification:

At least a Masters Degree in Business Related discipline. Professional Qualifications (obtained by exam) in Fundraising, Investment, Accounting or Real estate management.

Required Experience:

At least ten (10) Years’ progressive professional experience in Financial Services and / or related positions. Exposure with fundraising for non-profit entities, Endowment management or real estate will be an added advantage.

Duties and responsibilities:

1. Assist the Director with appropriate managerial and oversight support to implement Council resolutions and directives.
2. Facilitates the development and strengthening of relationships between key donor prospects (including alumni) and Makerere University.
3. Develop strategies for donor cultivation and stewardship and develop strong relationships between fundraising prospects and the Colleges of Makerere University.
4. Transform the relationships into a fundraising work plan and drive its execution.
5. Prepare stewardship reports, develop and co-ordinate the production of fundraising and appreciation materials in close liaison with the respective Colleges and the Public Relations Office.
6. Participate in department strategies and solution in implementation of relevant Council policies.
7. Assists the Director to carry out initial staff performance evaluation of direct reports.
8. Any Other duties that may be assigned in the normal course of doing business.

Essential Skills and Competencies:

We are looking for a person with proper time management and networking skills, with attention to detail, consistency, proficiency, diligence and tenacity, Staff motivation and management control.

Age limit: Not more than 55 years

Tenure of appointment: Three year contract renewable subject to performance

b) Post: Development Officer (2)

Reports to: Deputy Director
Salary Scale: Makerere University M6

Required Qualification:

At least a Masters Degree in Business Related discipline
Professional qualifications in fundraising will be an added advantage.

Required Experience:

At least five years’ progressive professional experience in Financial Services and / or related positions. (working for a salary)

Exposure with fundraising will be required for this position. Applicants must be familiar with Institutional fundraising.

Duties and responsibilities:

1. Facilitates the development and strengthening of relationships between key donor prospects (including alumni) and Makerere University Constituent colleges. Assist the Deputy Director and Director in developing strong relationships between fundraising prospects and the Colleges of Makerere University.
2. Build on the relationships built above to develop and drive the execution of a fundraising work plan.
3. Prepare stewardship reports, develop and co-ordinate the production of fundraising and appreciation materials in close liaison with the respective Colleges and the Public Relations Office.
4. Works with Research Assistant to identify key prospects, qualify them and develop an appropriate strategy for developing the relationship. Supervise the Research Assistants in developing a pipeline of fundraising prospect pool.
5. Oversee the development and implementation of prospect relationship management system & provide regular written reports.
6. Participate in department strategies and solution in implementation of relevant Council policies.
7. Assists the by carrying out initial staff performance evaluation of direct reports.
8. Any Other duties that may be assigned in the normal course of doing business.

Essential Skills and Competencies:

Networking skills, Time management, Attention to detail, consistency, proficiency, diligence and hard work.

Age limit: Not more than 55 years

Tenure of appointment: Three year contract Three year contract renewable subject to performance

5). UNIVERSITY LIBRARY
a) Post: Librarian 1 (Administrative) (6)

Reports to: University Librarian

Salary Scale: Makerere University M6

Role: Process Library resources conduct information literacy and assist the University Librarian in managing the operation and coordination the Unit’s administrative functions.

Required Qualifications:

i. An honours bachelors’ degree in Library and Information Science from a recognized Institution.

ii. Masters Degree in Library and Information Science from a recognized Institution.

Required Experience:

Two years work experience in the related field in a reputable organisation is an added advantage.

Duties and Responsibilities:

Cataloguing and classification, bibliographic control, compiling Library statistics, end-user training, reference work, supervision of support staff, and any other official library work assigned by the University Librarian

Essential skills/competences:

- Out-put oriented work habits.
- Good Interpersonal and Communication and organisational skills
- Willingness to learn
- Must be computer literate.

Age Limit: Applicants should not exceed 50 years of age.

Tenure of Appointment: Permanent terms of service

b) Post: Librarian 1 (Academic) (7)

Reports to: University Librarian

Salary Scale: Makerere University M6
Role: Process Library resources conduct information literacy and assist the University Librarian in managing the operation and coordination the Unit’s administrative functions.

Required Qualifications:

(i) A minimum upper second bachelors’ degree in Library and Information Science from a recognized Institution.

(ii) Masters Degree in Library and Information Science from a recognised Institution.

Required Experience:

Four years work experience in Academic/ Research Library is an added advantage.

Duties and Responsibilities:

Cataloguing and classification, bibliographic control, compiling Library statistics, end- user training, reference work, supervision of support staff, conduct research and any other official library work assigned by the University Librarian.

Essential skills/competences:

- Out-put oriented work habits.
- Good Interpersonal and Communication and organizational skills
- Willingness to learn
- Must be computer literate.

Age Limit: Applicants should not exceed 40 years of age.

Tenure of Appointment: Permanent terms of service.

c) Post: Head Binder (1)

Reports to: University Librarian

Salary Scale: Makerere University M6

Role: Improving the quality and quantity of the Bindery work output and assist the University Librarian in managing the operation and coordination the Unit’s administrative functions.

Required Qualifications:

i) A Master’s degree in Fine Art or its equivalent.

ii) An honors bachelors Degree in Fine Art or its equivalent.
iii) A postgraduate qualification in Bindery or reprographic field is an added advantage.

**Required Experience:**

Four years work experience in Academic/ Research Library is an added advantage.

**Duties and Responsibilities:**

In charge of training of Bindery staff, devise control measures by liaising with the Accounts office, represent the Bindery at library meetings. Initiating, ordering and purchasing of spares and binding materials. Custodian of the bindery and assist the University Librarian in managing the operation and coordination the Unit’s administrative functions.

**Essential skills/competences:**

- Out-put oriented work habits.
- Good Interpersonal and Communication and organizational skills
- Willingness to learn
- Must be computer literate.

**Age Limit:** Applicants should not exceed 50 years of age.

**Tenure of Appointment:** Permanent terms of service.

d) **Assistant Head Binder (1)**

**Reports to:** Head Binder

**Salary Scale:** Makerere University M7

**Role:** Assist Head Binder in improving the quality and quantity of the Bindery work output.

**Required Qualifications:**

(i) An honors bachelors Degree in Fine Art or its equivalent.
(ii) A postgraduate qualification in Bindery or reprographic field is an added advantage.

**Required Experience:**
One year work experience in Academic/ Research Library is an added advantage.

**Duties and Responsibilities:**

Assists the Head binder in the day-to-day administration of the Bindery section, organize the bindery, marketing bindery services and any other official duty described by the Head Binder.

**Essential skills/competences:**

- Out-put oriented work habits.
- Good Interpersonal and Communication and organizational skills
- Willingness to learn
- Must be computer literate.

**Age Limit:** Applicants should not exceed 50 years of age.

**Tenure of Appointment:** Permanent terms of service.

### 6). Estates and Works Department

**a) Post:** Architect

**Scale:** M7

**Role:** Undertaking Architectural functions of the Estates and Works Department

**Reports:** To the Director - Estates and Works Department

**Qualifications:**

(i) Bachelor’s Architecture from a recognized institution

**Professional Experience:**

Three (3) years working experience in active Architectural practice under either contractor or consultant

**Other Qualifications**

- He/she should have knowledge of project management
- Good Reporting and Communication skills
- Good working knowledge of computer programs (e.g. MS Office, CAD)
- Language skills

**Duties and Responsibilities:**

- Responsible for generating plans, drawings and specifications for new and renovation works,
• Ensuring all buildings are constructed according to approved Building Standards and Regulation
• Monitoring of building and beatification projects with other staff of the Department
• Participates in evaluation of the projects and maintenance works before and after the works.
• Supports the preparation of budgets and reports on capital projects
• To perform any other related duties as may be assigned by the Estates and Works Director.

Age limit: Applicants should not exceed 50-years at the time of submission of the application.
Tenure of appointment: Permanent Terms

f). Post: Civil Engineer

Scale: M 7

Role: Heading the operations at the Civil Section of Works Estates and Works Department.

Reports: To the Assistant Estates Manager-Maintenance

Qualifications:

1. Formal Education:
   (i) Bsc. Civil Engineering from a recognized University

2. Professional Experience:
   3 years working experience in active operation, maintenance and development of civil infrastructure

Other Qualifications
✓ He/she should have knowledge of repairs and Maintenance of Civil structures
✓ Good Reporting and Communication skills
✓ Good working knowledge of computer programs
✓ Language skills

Duties and Responsibilities:
• Head operation, maintenance, trouble shooting and development tasks of the civil section
• Coordinate the activities of the section to ensure quicker response to queries and timely actions related to civil works
• Studying the civil components of buildings and making recommendations on renovations or disposal of components beyond repair,
• Works with others in preparation of terms of reference, bills of quantities, drawings and specifications for procurement of contracts (goods, services, works)
• Support the projects team in supervision of works involving civil repairs, reports on the progress and identifies areas for improvement.
• Any other duties as assigned by Director of Estates and Works
• Age limit: Applicants should not exceed 50-years at the time of submission of the application.
• Tenure of appointment: Permanent Terms

7). Directorate of Human Resources

a) Post: Senior Performance Officer (1)

Reports to: Manager Human Resources

Salary Scale: M 5

Role: To initiate, develop, implement and update performance management and control systems for senior support staff in line with HR policy.

Key Results Areas:
1. Review and administer the remuneration system of senior support staff of the University in line with HR policy.
2. Develop and implement an induction system for new senior support staff in line with the HR policy.
3. Initiate, implement and review Terms and conditions of Service and regulations of senior support staff in line with HR policy.
4. Monitor the implementation of performance appraisal system for the senior support staff.
5. Resolve senior support staff conflicts in line with HR policy.

Person Specification

Academic Professional Qualifications

- Honours Bachelors Degree preferably in Human Resource Management or Business Studies or Arts/Social Sciences or its equivalent from a recognized institution
- Any of the following Masters degrees from a recognized institution:
  - Human Resources Management
  - Organisational and Industrial Psychology
  - Management or Organisational Development
  - Human Resource Management in Education
  - MBA (Human Resource Management option)

(b) Essential skills/Competencies

- Must be computer literate
- Proven Counselling skills
▪ Good Interpersonal and Communication skills

(c) Experience

Not less than 6-years of employee performance administration or HRM work in a reputable organization

(d) Desirable qualities/Added advantage

▪ Data Analytical skills
▪ Familiarity with the Labour Laws
▪ Familiarity with the Universities and Other Tertiary Institutions Act

b) Post: Senior Staff Training & Development Officer (1)

Reports to: Manager Human Resources

Salary Scale: M 5

Role: Initiate, develop and implement workplace skills acquisition programmes to performance excellence among staff.

Key Results Areas

a) Identify and streamline priority areas for Workplace skills training by means of Staff Development training needs analysis and communicate them to all staff in line with the Staff Development policy.

b) Develop a data base for training needs of various categories of staff in the University in line with the HR policy.

c) Develop and maintain a record of Career Development Plans for all eligible staff on the Staff Development Module of Human Resource Information System (HURIS) in line with the HR policy

d) Develop and maintain a record of trainers in line with the Staff Development policy.

e) Develop and update criteria for identifying staff to be trained in line with the Staff Development policy.

f) Plan, arrange and monitor staff training through workshops and seminars in accordance with Staff Development policy.

g) Develop, update and produce induction course materials and carry out orientation Programmes for staff in line with Staff Development policy.

h) Monitor, evaluate, audit and generate reports about the workplace skills training programmes in line with the Training Policy and University strategic plan.
Person Specification

a. Qualifications, Knowledge, Skills and Experience

- Honours Bachelors Degree preferably in Human Resource Management or Business Studies or Arts/Social Sciences or its equivalent from a recognized institution.

- Any of the following Masters degrees from a recognized institution:
  - Human Resources Management
  - Organizational and Industrial Psychology
  - Management and Organizational Development
  - Human Resource Management in Education
  - MBA (Human Resource Management option)

Or

- A Masters Degree in Social Sciences or Educational Management/ Planning with a postgraduate Diploma in Human Resource management from a recognized Institution.

(b) Essential skills/Competencies

- Computer literate
- Training of Trainers skills
- Good coordination skill
- Interpersonal and Communication skill
- Proven Counselling and Team building skills

(c) Experience

Not less than 6-years of HRM related work preferably in Training and Development in a reputable organisation.

(d) Desirable qualities/Added advantage

- Knowledge of Training policies and Training Needs Assessment
- Familiarity with the Labour Laws
- Familiarity with the Universities and Other Tertiary Institutions Act

DIRECTOR HUMAN RESOURCES