



### THE OFFICE OF THE ACADEMIC REGISTRAR AND QUALITY ASSURANCE

Rwenzori International University (RIU) | Administration Extension Offices - Campus B, Plot 6 Kitalemire Road, Railway Ward, Central Division, Kasese Municipality, Kasese District | P. O. Box 80 Kasese, Uganda – East Africa | Office: (+256) 770 305 669 / 757 747 852 | Mob: (+256) 777 035 948 / 703 305 948 |  
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July 12, 2024

#### External Job Advert No. 1 of 2024/2025 for Part-time and Full time Academic Staff Posts

Rwenzori International University (RIU) is a Public University established under Statutory Instrument Number 2 of 2022, hence a body corporate with perpetual succession and a Common seal. First established as a Private University in 2022, by National Council for Higher Education (NCHE), in accordance with the Universities and Other Tertiary institutions Act 2001 as amended, RIU continues to strive to become a center of excellence.

In order to achieve this academic excellence as is our vision, RIU hereby invites applications from suitably qualified and skilled Ugandans for the following positions:-

FACULTY	DEPARTMENT	NO. OF VACANCIES	SPECIALISATIONS
Business	Management	05	Statistics, Mathematics, Commercial Law, Accounting, Procurement, Human Resource Management, Finance, Marketing
Business	IT	05	Networking, Software Engineering, Computer Science, IT, Data Science
Business	Tourism and Hospitality Management	03	Hotelier, Air Ticketing and Reservations, Birding
Health and Natural Sciences	Agriculture	05	Animal Science; Livestock Production Management, Agricultural Economics, Climate change; Climate smart agriculture, water resources, Soil Science

FACULTY	DEPARTMENT	NO. OF VACANCIES	SPECIALISATIONS
	Health Sciences	05	Health Services Management, Human Nutrition, Population Health; Epidemiology, Health Informatics, Biostatistics, Health Administration and Change Management
Humanities and Social Sciences	Education	14	All teaching subjects in Primary and Secondary Education EXCEPT Chemistry and Physics
	Social Sciences	02	Social Work and Administration, Public Administration, Monitoring and Evaluation, Mass Communication or Journalism
ICT Assistant	IT	01	IT, Software Engineering, Computer Science, Networking
Administrative Assistants	Records Officer	01	Management, Accounting, IT, Human Resource Management, Social Work and Administration, Public Administration, Monitoring and Evaluation, Mass Communication or Journalism
	Administrative Assistant	01	Management, Accounting, IT, Human Resource Management, Social Work and Administration, Public Administration, Monitoring and Evaluation, Mass Communication or Journalism

#### PERSON SPECIFICATIONS

1. Should have a Master Degree in the relevant field from a recognized awarding University/Institution, and being on PhD Track is an added advantage.
2. First Class or Upper Second Bachelor' Degree.
3. Should have at least three (3) years of teaching experience.
4. Demonstrated computer literacy and adequate communications skills

#### KEY DUTIES AND RESPONSIBILITIES

1. Prepare and conduct lectures to undergraduate and postgraduate students.
2. Conduct research and disseminating research findings.

3. Supervise students undertaking research.
4. Conduct internal and external academic seminars.
5. Set tests, examinations and coursework according to University standards.
6. Administer and invigilate tests, coursework, and examinations according to University standards.
7. Mark tests and examination scripts and compile results according to approved grading standards of the University.
8. Attend to students' inquiries and academic issues.
9. Perform any other duties assigned by the supervisor from time to time.

### **APPLICATION PROCESS**

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents as listed below **merged as one document** in PDF to [ar@riu.ac.ug](mailto:ar@riu.ac.ug) and a copy to [info@riu.ac.ug](mailto:info@riu.ac.ug) with the email reference as the position you are applying for.

Please attach the following in your email (as a zip merged into one [01] PDF document)

1. Application letter.
2. A detailed up-to-date Curriculum Vitae (CV) containing names and contacts of three (3) credible referees of which 2 must be academic
3. Certified copies of the relevant academic/professional Transcripts and Certificates.
4. Evidence of working experience (Appointment/contract letters)
5. Copy of a valid National Identity Card.
6. Any other relevant documentation to support the application.

The deadline for receiving the application is by 5:00 p.m. on **Tuesday 16<sup>th</sup> July 2024**.

RIU is an equal opportunity employer and appointments to all positions are based on merit. There is NO charge for applying to the above positions nor for facilitation of an interview. **Only successful candidates will be contacted formally.**

### **APPLICATIONS SHOULD BE ADDRESSED TO: –**

The Academic Registrar

Rwenzori International University

P. O. Box 80, Plot 7 Tibamwenda Road, Kasese Municipality, Kasese District - Uganda.

Together We Will

Mr. Kelvin N. Walembe

ACADEMIC REGISTRAR