



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY

P.O. Box 1410, Mbarara-Uganda. Tel: +2564856 60208; Fax: +256 4854 20782

EXTERNAL ADVERT NO. 5/2024 - JOB OPPORTUNITIES

Mbarara University of Science and Technology (MUST) is a Public University located in Western Uganda, Mbarara City, 7km on Mbarara-Bushenyi road.

MUST's vision is to be a Centre of Academic and Professional Excellence in Science and Technology. In order to achieve this vision, MUST is building a team of highly qualified and skilled persons who can ably contribute to providing quality and relevant education at the national and international levels with particular emphasis on science and technology and its application to community development.

Applications are therefore invited from suitably qualified **Ugandans** to fill vacant positions that exist in MUST.

Applicants should indicate three names, telephone contacts and e-mail addresses of professional referees; and should request at least two of the referees to separately send sealed confidential reference letters attesting to the applicant's competencies for the job applied for to the address below before the closing of the advert.

Applicants must use the application form which should be downloaded from the website www.must.ac.ug.

Applications should be submitted to the address below not later than **Friday 1st November, 2024 at 5.00 pm East African Time.**

The Chief Human Resources Officer
Mbarara University of Science and Technology,
P.O. Box 1410, Mbarara
E-mail: appointments@must.ac.ug

Hard copy applications should be delivered to:
Central Registry,
Ground floor,
Estates and Works Block,
Kihumuro Campus,
Mbarara (7 kms on Mbarara-Bushenyi Road)

Note: Only shortlisted candidates shall be contacted.

FACULTY OF MEDICINE

DEPARTMENT: **Obstetrics and Gynaecology**

Position: **Lecturer**

Reports to: Head of Department

Salary scale: PU6.I (TS)

Number of posts: One (01)

Tenure of Appointment: Permanent, subject to successful completion of six (6) months' probation.

Qualifications and Experience

1. A Master's degree in Medicine specializing in Obstetrics and Gynaecology from a recognized institution.
2. A Bachelor's degree in Medicine and Bachelors of Surgery with a minimum CGPA of 3.6 from a recognized institution.
3. PhD or being on PhD Track in a relevant field shall be an added advantage.
4. Valid registration with the Uganda Medical and Dental Practitioners Council.
5. Valid practicing license from the Uganda Medical and Dental Practitioners Council.
6. Should not be above 40 years of age at the time of application.
7. Evidence of contribution to community service.

Duties and Responsibilities

1. Teaching, engaging, informing and inspiring students through both classroom and online delivery of lecturers, tutorials, seminars, and clinical demonstrations.
2. Developing innovative teaching materials for physical and online delivery to students.
3. Carrying out clinical instruction to students on the ward rounds, clinics and operating rooms.
4. Carrying out clinical work in the department (ward round, on call duties or theatre).
5. Supervising undergraduate and postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department/Faculty.
9. Assisting in marketing Departmental programs.

10. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
11. Contributing to the University and wider society through community service.
12. Writing proposals for attracting resources to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties that may be assigned from time to time by the Head of Department, Faculty Dean or University Management.

DEPARTMENT:

PHARMACY

Position:

Assistant Lecturer (Clinical Pharmacy)

Reports to:

Head of Department

Salary scale:

PU6.2 (TS)

Number of posts:

One (01)

Tenure of Appointment:

Permanent, subject to successful completion of six (6) months' probation.

Qualifications and Experience

1. A Master's degree in Pharmacy specializing in Clinical Pharmacy from a recognized institution.
2. A Bachelor's degree in Pharmacy with a minimum CGPA of 3.6 from a recognized institution.
3. Valid registration with the Pharmaceutical Society of Uganda.
4. Valid practicing license from the Pharmaceutical Society of Uganda.
5. Evidence of pedagogical skills
6. Should not be above 35 years of age at the time of application.
7. Evidence of contribution to community service.

Duties and Responsibilities

1. Teaching, engaging, informing and inspiring students through both classroom and online delivery of lecturers, tutorials, seminars, and clinical demonstration.
2. Developing innovative teaching materials for physical and online delivery to students.
3. Carrying out clinical instruction to students on the ward rounds, clinics and operating rooms.
4. Carrying out clinical work in the department (ward rounds, on call duties or theatre).

5. Supervising undergraduate and postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department/Faculty.
9. Assisting in marketing Departmental programs.
10. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
11. Contributing to the University and wider society through community service.
12. Writing proposals for attracting resources to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties that may be assigned from time to time by the Head of Department, Faculty Dean or University Management.

Position: **Assistant Lecturer (Pharmaceutics)**

Reports to: Head of Department

Salary scale: PU6.2 (TS)

Number of posts: One (01)

Tenure of Appointment: Four (4) year contract.

Qualifications and Experience

1. A Master's degree in Pharmacy specializing in Pharmaceutics/Industrial Pharmacy/Pharmaceutical Technology from a recognized institution.
2. A Bachelor's degree in Pharmacy with a minimum CGPA of 3.6 from a recognized institution.
3. Registration with the Pharmaceutical Society of Uganda.
4. Valid practicing license from the Pharmaceutical Society of Uganda.
5. Evidence of pedagogical and laboratory skills.
6. Evidence of contribution to community service.
7. Should not be above 35 years of age at the time of application.

Duties and Responsibilities

1. Teaching, engaging, informing and inspiring students through both classroom and online delivery of lecturers, tutorials, seminars, and practical demonstrations

2. Developing innovative teaching materials for physical and online delivery to students.
3. Developing laboratory instruction to students on production, quality control and assurance and handling of equipment in the development and production of pharmaceuticals and other health products.
4. Conducting laboratory work in pharmaceuticals field.
5. Supervising undergraduate and postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department/Faculty.
9. Assisting in marketing Departmental programs.
10. Participating in professional duties such as Faculty open days and other recruitment activities.
11. Contributing to the University and wider society through community service.
12. Writing proposals for attracting resources to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties that may be assigned from time to time by the Head of Department, Faculty Dean or University Management.

FACULTY OF BUSINESS AND MANAGEMENT SCIENCES

DEPARTMENT: **PROCUREMENT AND MARKETING**

Position: Assistant Lecturer (Procurement)

Salary Scale: PU6.2 (TNS)

Reports to : Head of Department

Number of posts: One (1)

Tenure of Appointment: Four (4) year contract renewable only once.

Qualifications and Experience

1. A Master's degree in Procurement or Master of Business Administration with specialization in Procurement from a recognized institution.
2. A First-class or a Second-class (Upper Division) Bachelor's Degree in Procurement or Business Administration specializing in Procurement from a recognized institution.

3. Having specialized knowledge in teaching E-procurement in a university shall be an added advantage.
4. Should have practical computer knowledge using power point, excel and word.
5. Should not be above 35 years of age at the time of application.

Duties and Responsibilities

1. Teaching, engaging, informing, and inspiring students through both classroom and online delivery of lectures, tutorials and seminars with particular focus on e-procurement.
2. Developing the required teaching material for both classroom and online delivery.
3. Contributing to the maintenance and development of existing courses.
4. Developing and running effective assessments and ensuring adequate feedback to students.
5. Fostering and maintaining links with the industry sector at a local and national level.
6. Assisting in marketing the programme.
7. Participating in professional duties such as faculty open days and other recruitment activities.
8. Undertaking appropriate levels of mentorship for students and ensuring interpersonal skills are adequately developed.
9. Supervising the work of students in areas such as personal projects, fieldwork, and industry placements.
10. Communicating effectively with colleagues and students through internal networks and the sharing of ideas and information.
11. Performing any other official duties as may be assigned from time to time by the Head of Department, Faculty Dean or University Management.

DEPARTMENT: **CENTRE FOR INNOVATIONS AND TECHNOLOGY TRANSFER (CITT)**

Position: **Senior Prototyping and Technology Development Officer**

Reports to: The Director CITT

Salary scale: PU6.1 (NTS)

Number of posts: One (01)

Tenure of Appointment: Permanent, subject to successful completion of six (6) months' probation.

Purpose of the Job

1. To lead and oversee the design, development, and testing of prototypes and emerging technologies.
2. To guide multidisciplinary innovation teams through the innovation process by ensuring the integration of cutting-edge societal solutions.

Qualifications and Experience

(a) Education and Experience:

1. Master's degree in Engineering, Computer Science (or any other related field in computing), Materials Science, Industrial Design, or any related field from a recognized institution.
2. An honours bachelor's degree in Engineering, Computer Science, Materials Science, Industrial Design, or a related field from a recognized institution.
3. A PhD or PhD track in any of the above fields shall be an added advantage.
4. Minimum of six (6) years' experience in prototyping, product development, or a related field.
5. Proven experience in leading multidisciplinary teams and managing complex projects.
6. Experience in a university or research environment shall be a big asset.
7. Additional qualifications or training in intellectual property shall be an added advantage.

(b) Special Skills

1. Expertise in advanced prototyping techniques, including 3D printing, CNC machining, electronics, and software development.
2. Strong project management skills, with the ability to oversee multiple projects simultaneously.
3. Excellent problem-solving skills and a creative approach to technology development.
4. Strong communication and interpersonal skills, with the ability to work effectively with a diverse range of stakeholders.

(c) Technical Proficiency

1. Proficiency in CAD software (e.g., SolidWorks, AutoCAD), as well as other design and simulation tools.
2. Familiarity with various materials used in prototyping, including metals, plastics, and composites.
3. Knowledge of intellectual property management and technology transfer processes.

Duties and Responsibilities

1. Leading and managing the development of prototypes, from concept through to final product.
2. Working with faculty, researchers, and students to design and create functional prototypes that demonstrate the feasibility of new technologies.
3. Utilizing advanced prototyping techniques, including 3D printing, CNC machining, electronics integration, and software development.
4. Overseeing multiple prototyping projects simultaneously to ensure that they are delivered on time and within budget.
5. Developing project plans and schedules.
6. Coordinating with internal and external stakeholders (including industry partners), to ensure alignment on project goals and deliverables.
7. Collaborating with relevant stakeholders to identify potential commercial opportunities for prototypes and technologies developed.
8. Assisting in the preparation of patent applications, licensing agreements, and other IP-related activities.
9. Facilitating the transfer of technology from the university to industry partners, startups, or other external entities.
10. Leading and mentoring teams of engineers, designers, innovators, inventors and technicians - providing guidance and support in their professional development
11. Fostering a collaborative and innovative work environment that encourages creativity and problem-solving.
12. Conducting research to identify new tools, materials, and processes that can enhance the prototyping capabilities of the university.
13. Publishing research findings in academic journals and presenting at conferences.
14. Managing the day-to-day operations of the prototyping lab, including equipment maintenance, safety protocols, and inventory management
15. Ensuring that the lab is equipped with the latest tools and technologies required for advanced prototyping.
16. Performing any other duties that may be assigned from time to time by the Director or University Management.

Position: **Commercialization Officer**

Reports to: The Director (CITT)

Salary scale: PU6.2 (NTNS)

Number of posts: One (01)

Tenure of Appointment: Permanent, subject to successful completion of six (6) months' probation.

Purpose of the Job

1. To identify, develop, and manage business opportunities to commercialize new products, technologies, or intellectual property generated within MUST.
2. To bridge the gap between research, innovation, business development and the market by evaluating the commercial potential of new ideas, securing partnerships, and ensuring new products, services, or technologies from MUST are successfully brought to the market.

Qualifications and Experience

(a) Education:

1. A Masters degree in Business Administration (Marketing or Procurement option) or Commerce or Marketing from a recognized institution.
2. An Honors Bachelors degree in Business Administration or Business Computing or Commerce or Marketing from a recognized institution.
3. Additional qualifications in research projects management, intellectual property law or technology transfer shall be an added advantage.
4. Evidence of completion or being on track of any certified professional courses in the relevant field shall be an added advantage.
5. Should not be above 35 years of age at the time of application.

(b) Experience:

1. At least three (3) years proven experience in research management and administration, technology transfer or commercialization within a university, research organization, or industry setting.
2. Experience in drafting and negotiating contracts, especially licensing agreements.
3. Proficiency in product and business development, designing commercialization strategies and models for technology-based enterprises.
4. Proven experience of managing international research grants and projects in a University setting such as World Bank, NIH, UNESCO, Belgium Development Cooperation, EU among others

(c) Skills

1. Strong analytical and problem-solving skills.
2. Excellent communication and interpersonal skills.

3. Ability to manage multiple projects and prioritize tasks effectively.
4. Negotiation skills and attention to detail.
5. Entrepreneurial mindset with a strong interest in innovation and commercialization.

Duties and Responsibilities:

1. Coordinate the commercialization and business development activities at MUST
2. Conducting initial commercial viability assessment of products and Intellectual Property including patentability and market potential.
3. Developing and implementing commercialization strategies for university Intellectual Property (IP) and other businesses.
4. Assisting in the preparation of business plans, commercialization roadmaps and strategies.
5. Negotiating and drafting licensing agreements, collaboration agreements, and other contracts related to commercialization.
6. Building and maintaining sustainable relationships with industry partners, investors, and other stakeholders.
7. Facilitating commercialization partnerships between university researchers, industry, business community and external organizations.
8. Promoting university innovations and inventions to potential licensees, investors, and commercial partners.
9. Conducting market research to identify commercial opportunities for university businesses.
10. Analyzing industry trends and providing recommendations for commercialization efforts.
11. Preparing reports and presentations on commercialization activities and outcomes.
12. Identifying funding for commercialization projects, including government grants, industry funding, and venture capital.
13. Supporting spin-off company formation and assisting with securing seed funding or investment.
14. Popularize commercialization opportunities within the university.
15. Managing commercialization agreements of MUST and partners
16. Conducting market surveillance for the universities Intellectual Property and other business opportunities.
17. Coordinate market and product development initiatives for market validation, regulatory compliance and business planning.
18. Manage engagements and communication with industry and private sector partners commercializing the university's IP and other businesses
19. Oversee the collection of revenues generated from commercialization endeavors.

20. Performing any other duties that may be assigned from time to time by the Director or University Management.

DEPARTMENT: **QUALITY ASSURANCE**

JOB TITLE: **Senior Quality Assurance Officer**

Salary Scale: M6.1 (NTNS)

Reports to: Chief Quality Assurance Officer

Number of posts: One (01)

Tenure of Appointment: Permanent, subject to successful completion of six (6) months' probation.

Purpose of the Job

1. To undertake quality assurance evaluation, including inspections, of the University's teaching, learning, research and community service environment.
2. To set up and manage the Secretariat for Quality Assurance.

Qualifications and Experience

1. A Master's degree from a recognized institution.
2. An honors Bachelor's degree in Education, Management, Computer Science, Statistics, Information Technology or any other related field from a recognized training institution.
3. Postgraduate Diploma in Monitoring and Evaluation or Higher Education Administration and Management shall be an added advantage
4. Should have knowledge of national, regional and international standards, norms and practices as they relate to quality assurance standards of education in institutions of higher learning.
5. At least five (5) years' work experience, three (3) years of which should have been served in coordinating quality assurance activities in undergraduate education, graduate studies and research from reputable University.
6. Should have strong analytical, communication and people skills.
7. Should have demonstrated an acceptable level of personal integrity in service.
8. Should be computer literate.
9. Membership to the Ugandan/ East African Quality Assurance fora or bodies are an added advantage.
10. Should not be above 40 years of age at the time of application.

Duties and Responsibilities

1. Compiling data or information for developing or reviewing quality assurance tools.
2. Developing quality assessment standards and tools, conducting tests and identifying issues in the undergraduate studies, graduate studies and research services.
3. Monitoring compliance to the established quality assurance framework and other legal, policy and strategic requirements and programs.
4. Providing technical support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the University.
5. Undertaking the conduct of quality assurance and quality enhancement activities of the University; by collecting and analyzing data related to undergraduate and graduate student performance, research outcomes, and program quality to identify areas for improvement.
6. Preparing and submitting quality and inspection reports and reports on feedback from the various units of the University.
7. Providing technical support to university units in dealing with challenges arising after implementation of quality programs.
8. Sensitizing, educating and training both staff and other relevant Stakeholders in Quality Management Systems.
9. Analysing cumulative quality assessments and advising the supervisor accordingly.
10. Managing the day-to-day operations of the Secretariat for Quality Assurance.
11. Performing any other duties as may be assigned by the Chief Quality Assurance Officer.

OFFICE OF THE UNIVERSITY SECRETARY

Position: **Assistant Security Officer**

Reports to: University Secretary

Salary scale: PU7 (NTNS)

Number of posts: One (01)

Tenure of Appointment: Permanent, subject to successful completion of six (6) months' probation.

Purpose of the Job

To lead and manage the university's security unit, ensuring the overall safety and security of the campuses, its staff, students, and visitors.

Qualifications and Experience

1. An honours Bachelor's degree in Security Management, Criminology, Law Enforcement, or a related field **OR** an honours degree in Arts or Social Sciences from a recognized institution **PLUS** training as Cadet Assistant Superintendent of Police or Cadet Assistant Superintendent of Prisons.
2. Experience of at least 4 years in security management shall be an added advantage.
3. Must be physically fit.
4. Should not be above 35 years of age at the time of application.

Duties and Responsibilities:

1. Developing and implementing security policies, protocols, and procedures.
2. Coordinating security operations in the university.
3. Conducting risk assessments and managing security audits.
4. Investigating and resolving security incidents and breaches.
5. Drafting terms of reference to guide management in procuring private security services.
6. Supervising private security companies procured to provide security services in the university.
7. Liaising with law enforcement agencies and emergency services.
8. Planning and implementing deployment schedules.
9. Supervising and assessing the performance of all security personnel.
10. Drafting budgets and other requirements for the Security Unit.
11. Preparing periodic security reports for university management.

DEPARTMENT: **INFORMATION COMMUNICATION TECHNOLOGY SERVICES**

Position: **Assistant IT Officer- Web Services**

Reports to: Senior IT Officer

Salary scale: PU7 (NTS)

Number of posts: One (01)

Tenure of Appointment: Permanent, subject to successful completion of six (6) months' probation.

Purpose of the Job

To design, develop, setup, manage and support web applications and services for the university.

Academic qualifications

An Honors Bachelor's Degree in Computer Science, Information Technology, or Computer Engineering from a recognized institution.

Professional Qualifications

1. Web Design
2. Graphic Media
3. Digital Media, Communication and Digital Marketing

Competencies and Special skills

1. HTML, CSS, JQuery, SQL, JavaScript
2. Adobe Suite- Photoshop, illustration, InDesign
3. API web integration
4. WordPress, Drupal, Joomla
5. Experience in User Experience (UX) and User Interface (UI)
6. Social Media content management and engagement

Experience

MUST have working experience of not less than 3 years in web design and management.

Duties and Responsibilities

1. Management of university web domains.
2. Integrating client CMS programs and data feeds into websites.
3. Coordination of the collection of university web content.
4. Optimizing sites for maximum speed and scalability.
5. Ensuring website function and stability across devices i.e. desktop, mobile and tablet.
6. Ensuring Search Engine Optimization.
7. Maintaining the university's social media presence.
8. Preparing and publishing university digital content.
9. Performing any other duties that may be assigned from time to time by the supervisor.

Position:	Assistant IT Officer- eLearning
Reports to:	Senior IT Officer
Salary scale:	PU7 (NTS)
Number of posts:	One (01)
Tenure of Appointment:	Permanent, subject to successful completion of six (6) months' probation.

Purpose of the Job

To setup, manage and support eLearning technologies, systems, services and tools to enhance the university's teaching, learning, research and community outreach functions.

Academic Qualifications

An honours Bachelor's Degree in Computer Science, Information Technology, or Computer Engineering from a recognized institution.

Professional Qualifications

1. ELearning Content Development and Instructional Design.
2. Multimedia authoring.

Competencies and Special skills

1. Linux/Windows Server administration.
2. Relational database management.
3. HTML, CSS, JQuery, SQL, JavaScript.
4. API web integration.
5. Programming skills in php, perl, java, python.
6. Moodle Open-Source customization and administration.
7. Web Security.
8. Multimedia creation.
9. Learning Management System administrative functions, including the creation of educational activities, management of user enrolments and assignment of different LMS roles, registration, security permissions, and integration with third-party tools.
10. Recording and editing video lectures.
11. Use of SCORM content authoring tools.
12. Integration of Learning Management Systems with live video/audio applications like zoom and Big Blue Button; antiplagiarism tools etc.

Experience

MUST have working experience of not less than 3 years in Digital learning use and management.

Duties and Responsibilities

1. Setting up, managing and supporting university eLearning management tools and platforms.
2. Facilitating and coordinating user education, orientation and support to staff and students on eLearning.
3. Creating awareness and sensitization towards digital pedagogy.
4. Managing and coordinating training and providing support to staff on instructional design.
5. Setting up and managing digital pedagogy, instructional design and content development software.
6. Managing and coordinating training and providing support to staff on digital pedagogy, instructional design and content development.
7. Managing the university's eLearning Digital Content Studio(s)
8. Providing eLearning end-user support to students and lecturers.
9. Developing of eLearning technology manuals for staff and students.
10. Performing any other duties that may be assigned from time to time.

DEPARTMENT:

HUMAN RESOURCES

Position:

Human Resources Officer

Reports to:

Senior Human Resources Officer

Salary scale:

PU6.2 (NTNS)

Number of posts:

One (01)

Tenure of Appointment: Permanent, subject to successful completion of six (6) months' probation.

Qualifications and Experience

1. Post Graduate Diploma in Human Resource Management or Labour Economics from a recognized institution.
2. An honours bachelor's degree in Human Resource Management, Organizational Psychology, BBA (Human Resources option) or any Social Sciences with Human Resources Management as one of the subjects from a recognized institution.

3. At least three years' experience managing the payroll in a large and reputable organization.
4. Hands-on practical knowledge of IPPS and HCM shall be a great asset.
5. Certification in Human Resource Analytics or Human Resource Metrics or Payroll Systems shall be an added advantage.
6. Should not be above the age of 35 years at the time of application.

Duties and Responsibilities:

1. Wage Bill Management

- (a) Drafting budgets for salaries, allowances and other benefits.
- (b) Managing the payrolls for salaries and allowances.
- (c) Managing payroll deductions.
- (d) Preparing monthly payroll changes.
- (e) Carrying out quarterly wage analyses and reporting on monthly wage utilization.

2. Databases Management

- (a) Creating and updating Human Resource databases.
- (b) Generating data-based reports to inform decision making.
- (c) Constantly updating the staff list and making quarterly reports of any changes on the staff list.
3. Participating in recruitment exercises.
4. Performing any other duties as may be assigned from time to time.

Prinari Behangana

Chief Human Resources Officer

MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY