



## EMPLOYMENT OPPORTUNITIES

### EXTERNAL ADVERT SEPTEMBER 2024

Applications are invited from suitably qualified candidates for the following vacant positions at Bugema University. Please see the job details on Bugema University Website: [www.bugemauniv.ac.ug](http://www.bugemauniv.ac.ug) and submit your application through [bugemahumanresource@gmail.com](mailto:bugemahumanresource@gmail.com) having attached relevant copies of detailed CV, certified academic transcripts, certificates and relevant appointment letters (**Online applications PDF copies maximum 10MB**) or seven hard copies to the department of **Human Resource Management** not **later than 5:00pm, Tuesday 17<sup>TH</sup>, September, 2024.**

**Only shortlisted candidates shall be contacted for interviews. Impersonation of any nature is a criminal offense. Bugema University provides equal opportunities to everyone. Applicants who shall not hear from Bugema University on completion of the selection exercise should consider themselves as unsuccessful.**

Telephone Mainline: (+256). 312 351 400, HRM Office (+256) 312 351 410

POST	
ADMINISTRATIVE STAFF	
<b>Registrar of Admissions and Records</b>	<b>Responsible to:</b> The DVC-Academics. <b>Terms of employment:</b> Five years' performance contract renewable upon satisfactory performance. <b>Purpose of the Job:</b> An officer responsible for the admission, registration, enrollment, and academic grades of students.
<b>Minimum qualifications</b>	Mature, vibrant person aged 40 years and above with a Master's Degree in Education Management/Management or Curriculum Development, and computer knowledge is a must. A post graduate qualification in education management, Public Administration or a related field if the Masters field is from other fields other than Education. At least 5 years of actual academic administrative experience in students' records in an academic or institution of higher learning. Or Having served in the position of Deputy Registrar for three years or Senior Assistant Registrar for five years in a recognised higher institution of learning or university. Subscription to Bugema University norms and core values is a must
<b>Key functions</b>	<b>The Registrar of Admissions and Records shall:</b> <ol style="list-style-type: none"><li>1. Supervise the processing of students' applications to the university including all correspondence with the applicants.</li><li>2. Serve as chairperson of Admissions Committee and maintaining a permanent record of committee actions taken.</li><li>3. Maintain accurate and safe preservation of all records pertaining to admissions, registration, enrollment, and academic grades.</li><li>4. Evaluate student transfer credits, in consultation with the deans of schools and the DVC for Academics</li><li>5. Organize pre-registration and registration procedures, including: developing and distributing of lists from the computer, assigning student identification numbers and issuing identification cards, collecting completed forms and entering information into the</li></ol>

	<p>computer, processing change of programs, add/drop slips, change of major applications, etc.</p> <ol style="list-style-type: none"> <li>6. Prepare and issuing official progress reports, assessment sheets, and transcripts of academic credits to students, advisors, sponsors, employers, and educational organizations.</li> <li>7. Check students' records against graduation requirements before the students are recommended to the Senate for degrees, diploma's and academic regalia.</li> <li>8. Prepare a prospective grade list, including compilation of a graduation senior evaluation record.</li> <li>9. Assist in planning for commencement exercises, providing the certificates, diplomas and academic regalia.</li> <li>10. Prepare a prospective grade lists, including compilation of a graduation senior evaluation record.</li> <li>11. Serve as a Secretary to Senate, keeping a permanent record of actions taken and communicating such actions to persons and entities concerned.</li> <li>12. Supervise the preparation of university academic bulletin and implementing policies stated in the bulletin dealing with academic affairs.</li> <li>13. Prepare lists and certificates for honour convocations.</li> <li>14. Ensure proper upkeep of graduation supplies.</li> <li>15. Assisting in any other duties as reasonably assigned by the DVC. Academics.</li> </ol>
<b>Principal Bugema University Vocational School</b>	<p><b>Responsible to:</b> The Board of Governors Bugema University Vocational School.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> Serving as the Chief Executive Officer of the School in the carrying out of its mission.</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged 40 years and above, creative, eloquent, dynamic and results oriented, keen to details, self-driven and computer literacy is a must.</p> <p>Strong communication, interpersonal and computer skills are necessary</p> <p>Ability to work independently with minimal supervision as well as part of a team.</p> <p>A Master's Degree in Education Administration, Management or Business Administration. A qualification in vocational education shall be an added advantage with at least 5 years of actual academic administrative experience in an academic or Institution of higher learning. Or Having served in the position of Deputy Principal for a minimum of three years in a recognised higher institution of learning or university.</p> <p>Subscription to Bugema University Vocational School norms and core values is a must.</p>
<b>Key functions</b>	<p><b>The Principal shall:</b></p> <ol style="list-style-type: none"> <li>1. In consultation with the Board of Governors, be responsible for the implementation of all policy issues in respect of academic, administrative and financial matters of the school.</li> <li>2. Chair the Administrative Board, General staff assembly and any other sub committees.</li> <li>3. Serve as Secretary of the Board of Governors of the Vocational School.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Recommend to the Board of Governors all matters concerning appointment, promotion, or dismissal of any staff.</li> <li>5. Be liaison officer between the Vocational School and any other agencies both government and the private sector.</li> <li>6. In counsel with the Board of Governors, to recommend matters concerning construction or alteration of buildings, the purchase, or sale of major pieces or equipment, or any plot of land.</li> <li>7. Be responsible for the discipline of students.</li> <li>8. Approve teaching assignments and final endorsement of timetables</li> <li>9. Be responsible for making provision for the conducting of all public gatherings of the school such as general assemblies, graduations and worship.</li> <li>10. Prepare a long-range program for the development of the Vocational School in harmony with its objectives and resources.</li> <li>11. Prepare and present termly reports to the Board of Governors pertaining to the work of the school as a whole.</li> <li>12. Receive and act upon all administrative reports.</li> <li>13. Make the spiritual growth of the students and staff a matter of top priority.</li> <li>14. As the Principal carries out his/her responsibilities to the Board, staff, and students, he/she is expected to: <ol style="list-style-type: none"> <li>a) Promote unity of purpose and ensure confidentiality and freedom of expression.</li> <li>b) Plan, in collaboration with the registrar, a development program for instructors and staff members.</li> <li>c) Enforce policy compliancy by all staff members.</li> <li>d) Work closely with the Registrar for the graduation ceremony.</li> <li>e) Recommend the appointment and promotion of staff of the Vocational School.</li> <li>f) Represent the Vocational School as its official spokesman to the community.</li> <li>g) Direct in the fund-raising efforts and public relations programs of the Vocational School.</li> <li>h) Maintain a file of the minutes of all Vocational School Board of Governor meetings.</li> <li>i) Ensure maintenance of personnel records.</li> </ol> </li> <li>15. Attend to any other responsibility as reasonably assigned by the Board of Governors.</li> </ol>
<b>Affiliate Campus Director</b>	<p><b>Responsible to:</b> Vice Chancellor</p> <p><b>Terms of employment:</b> Three years' renewable performance contract.</p> <p><b>Purpose of the job:</b> To assist the Vice Chancellor in running the affairs of that particular affiliate campus by monitoring and implementing key policies.</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged 40 years and above, creative, eloquent, dynamic and results oriented, keen to details, self-driven and computer literacy is a must. strategic vision and innovation, understanding of higher education landscape with unquestionable ethical and professional standards.</p> <p>PhD with a qualification in education. A qualification in Administration is an added advantage.</p> <p>Subscription to Bugema University norms and core values is a must.</p>
<b>Key functions</b>	<b>The Affiliate Campus Director shall:</b>

	<ol style="list-style-type: none"> <li>1. Control, supervise and administer the daily activities at the respective campus.</li> <li>2. Ensure effective maintenance and utilization of the infrastructure at the respective campus.</li> <li>3. Receive and authorize bills from all departments before submission to the DVC, Finance and Administration.</li> <li>4. Report administrative matters and all other activities to the DVC Academics.</li> <li>5. Act as a liaison between the centre/campus/institute and the University Administration.</li> <li>6. Work with the Registrar to ensure that all students at the respective campus are fully registered.</li> <li>7. Mobilize staff for students' recruitment and promotion of programmes offered at that campus.</li> <li>8. Ensure that lecturers have been identified with the help of the deans of schools.</li> <li>9. Ensure that the identified lecturers teach every course in the schedule.</li> <li>10. Monitor the submission of examination to respective departments.</li> <li>11. Ensure that examinations have been received on time for safe custody and administration.</li> <li>12. Ensure that students and employees are complying with the university's policies and regulations.</li> <li>13. Ensure that grades are turned in on time.</li> <li>14. Keep up-to-date records of each student studying at the campus.</li> <li>15. Update the University Administration on the progress and needs of the centre/campus.</li> <li>16. Give an annual report on the progress of the centre/campus to the administrative board.</li> <li>17. Ensure that the welfare of students and workers is well attended to.</li> <li>18. Ensure proper maintenance and sanitation at the campus/centre.</li> <li>19. Receive visitors on the advice of the University Administration to the campus.</li> <li>20. Link the campus with the local government and university.</li> <li>21. Develop programs and activities that promote research and publications, conferences and seminars;</li> <li>22. Conduct evaluations of faculty and staff members periodically and submit reports to the DVC Academics.</li> <li>23. Teach at least one (1) course of 3 to 4 credits.</li> <li>24. Have general superintendence over the academic and administrative affairs of the respective campus.</li> <li>25. Have administrative control over the officers, faculty and other employees at the respective campus.</li> <li>26. Coordinate with the HRM and relevant offices in the recruitment and selection of qualified and competent staff.</li> <li>27. Act as liaison between the respective campus and the main campus;</li> <li>28. Preside over the meetings at the respective campus.</li> <li>29. Exercise and perform such other relevant functions as reasonably assigned.</li> </ol>
<b>ACADEMIC STAFF</b>	

<b>Lecturer Theology</b>	<p><b>Responsible to:</b> The Dean School of Theology and Religious Studies.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> Teach, research and publication and community engagement.</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged 40 years and above, strong communication, interpersonal and computer skills are necessary.</p> <p>Demonstrated competency to analyze and solve problems in appropriate time, innovative and must be spiritually mature and subscribing to Bugema University norms and core values.</p> <p>An ordained minister of the gospel in regular and good standing.</p> <p>A PhD in Theology with at least ten years of experience in teaching and publication in peer-reviewed journals.</p>
<b>Key functions</b>	<ol style="list-style-type: none"> <li>1. Course Delivery: Designing and delivering undergraduate and graduate courses. This includes lectures, seminars, labs, and online courses.</li> <li>2. Student Engagement: Advising and mentoring students, including supervising independent research projects and theses.</li> <li>3. Assessment and Feedback: Creating and grading assignments, exams, and other assessments; providing constructive feedback to support student learning.</li> <li>4. Curriculum Development: Contributing to the design and update of course materials, syllabi, and academic programs.</li> <li>5. Conducting Research: Leading and conducting original research projects, advancing knowledge in Theology.</li> <li>6. Publishing: Publishing research findings in peer-reviewed journals, books, and other academic outlets.</li> <li>7. Grant Acquisition: Applying for and managing research grants and funding.</li> <li>8. Collaborations: Engaging in collaborative research with other academics, institutions, and industry partners.</li> <li>9. Departmental Involvement: Participating in departmental and university-wide committees, contributing to governance and decision-making.</li> <li>10. Program Development: Involvement in the development and review of academic programs and policies.</li> <li>11. Mentoring: Providing guidance and mentorship to junior faculty members and postdoctoral researchers.</li> <li>12. Student Support: Addressing student concerns and contributing to academic advising and career development.</li> <li>13. Professional Organizations: Participating in academic and professional organizations, including reviewing for journals, organizing conferences, and contributing to professional committees.</li> <li>14. Community Engagement: Engaging with the broader community through outreach activities, public lectures, and applied research projects.</li> <li>15. Program Management: Overseeing academic programs, projects, or administrative functions within the School of Theology and Religious Studies.</li> <li>16. Policy Implementation: Implementing and supporting BU policies and procedures.</li> <li>17. Continued Learning: Staying current with developments in Theology through continued education, attending conferences, and engaging in professional development opportunities.</li> </ol>

	<p>18. Leadership: Taking on leadership roles within the department by contributing to strategic planning and decision-making.</p> <p>19. Any other duties as may reasonably assigned from time to time.</p>
<b>SUPPORT STAFF</b>	
<b>University Counsellor</b>	<p><b>Responsible to the:</b> Deputy Vice Chancellor-Finance and Administration.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> To help students develop skills in the areas of personal/social growth, educational planning, and career development that will contribute to their growth as mature and responsible members of society.</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged between 40 and above, with positive human relations skills.</p> <p>Demonstrate proficiency in written and oral communication.</p> <p>A Master's degree in Counselling and he/she must be proficient in the use of a computer to generate reports.</p> <p>Subscription to Bugema University norms and core values is a must.</p>
<b>Key functions</b>	<p><b>The University Counsellor shall:</b></p> <ol style="list-style-type: none"> <li>1. Carry out guidance and counseling for both students and members of staff on issues of concern either individually or as group counseling.</li> <li>2. Organize presentations for students (and where necessary for staff members) on topics of concern.</li> <li>3. In collaboration with the staff and administration, to identify and talk to the students who are grieving or have indiscipline issues.</li> <li>4. Consult with the University Administration to make a follow up of the parents whose children have problems which stem from home.</li> <li>5. Work out a programme that will enable students meet external facilitators to address issues of concern, in liaison with the university administration.</li> <li>6. Come up with schedules that give chance to many staff members to continue guiding students on a number of topics, in liaison with the University Administration.</li> <li>7. Refer complicated cases for further attention; medical attention, spiritual address or further counseling with specialized knowledge on the problem at hand.</li> <li>8. Conduct oneself and carry one's duties and responsibilities in a professional way - in accordance with the ethics and guidelines stipulated by the main stream body – Uganda Counseling Association (UCA).</li> <li>9. Participate in the spiritual and other co-curricular activities.</li> <li>10. Attend to spiritual needs of the learners by teaching the Word of God.</li> <li>11. Make and submit weekly reports to the responsible offices.</li> <li>12. Any other duties as may be reasonably assigned from time to time.</li> </ol>
<b>Marketing Officer</b>	<p><b>Responsible to:</b> Vice Chancellor.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> Promoting the university's brand, attracting and enrolling students and conducting market research to enhance the institutions' visibility.</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged between 30 and above, with a Bachelor's degree in Marketing / Communication / Public Relations or its equivalent and he/she must be proficient in the use of the computers and generation of reports. A Master's degree in Marketing or other qualifications is an</p>



	added advantage. Subscription to Bugema University norms and core values is a must.
<b>Key functions</b>	<p><b>The Marketing Officer shall:</b></p> <ol style="list-style-type: none"> <li>1. Design the media strategy of the department and the university at large</li> <li>2. Deal with the media relations and related issues about the university</li> <li>3. Produce materials for the media, promotional adverts, magazines, newsletters, website management etc.</li> <li>4. Follow up university branding i.e. use of mass media, billboards and advert preparations for media houses.</li> <li>5. Participate in speech writing and news coverage of university events.</li> <li>6. Market and advertise the university in public forums e.g. churches, schools etc.</li> <li>7. Actively participate in organizing open days and related events e.g. shows, exhibitions, graduation etc.</li> <li>8. Carry out market surveys for purposes of student recruitment and university promotion.</li> <li>9. Prepare statements for press release, coordinate and manage the call center.</li> <li>10. Provide tour guide services to visitors and prospective students;</li> <li>11. Develop effective student recruitment strategies to increase enrollment by at least 30%.</li> <li>12. Develop and periodically revise effective student retention strategies for implementation.</li> <li>13. Disseminate materials like posters, banners, calendars etc. for the purpose of student recruitment.</li> <li>14. Contribute stories, photos and editing of the university newsletter for marketing the university;</li> <li>15. Cover and report of university activities (both video and photography).</li> <li>16. Prepare advertisements for media houses.</li> <li>17. Participate in organizing and coordinating university exhibitions and marketing activities.</li> <li>18. Develop effective student recruitment strategies to increase enrollment and meet set targets annually.</li> <li>19. Develop and periodically revise effective student retention strategies and present to the administrative board.</li> <li>20. Perform other duties as may be reasonably assigned.</li> </ol>
<b>Alumni Affairs Coordinator</b>	<p><b>Responsible to:</b> The Vice Chancellor.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> To keep alumni connected to each other and the university, encourage and promote the professional development of alumni on an individual level, and to keep the alumni community aware of the university's developments and needs, including fundraising opportunities and achievements.</p>
<b>Minimum qualifications</b>	Mature, vibrant graduate of Bugema University aged between 30 and above with people management, interpersonal, strong analytical, oral and written and mobilization skills are required.

	Subscription to Bugema University norms and core values is a must
<b>Key functions</b>	<p><b>The Alumni Affairs Coordinator shall;</b></p> <ol style="list-style-type: none"> <li>1. Communicate with an alumni community of more than 10,000 people.</li> <li>2. Operate an alumni magazine/newsletter</li> <li>3. Provide content and carrying out editorial duties for the alumni publication</li> <li>4. Organize reunions for alumni members.</li> <li>5. Arrange networking events.</li> <li>6. Encourage donations to support bursaries, research and university development.</li> <li>7. Promote the alumni community to current students.</li> <li>8. Do strategic planning for the direction of the alumni office.</li> <li>9. Manage the budget for the office.</li> <li>10. Be responsibility for the alumni website and online community.</li> <li>11. Arrange for discounts, benefits and services for alumni members.</li> <li>12. Communicate with university departments and local businesses to arrange benefits packages for alumni members.</li> <li>13. Attend national and international events for alumni communities.</li> <li>14. Mobilize, build and strengthen the network of individuals, alumni, corporations and organizations that give to the development of Bugema University.</li> <li>15. Any other duties as may reasonably be assigned from time to time.</li> </ol>
<b>Accountant</b>	<p><b>Responsible to:</b> The Senior Accountant.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> Implementing accounting principles as assigned.</p>
<b>Minimum Qualifications</b>	<p>Mature, vibrant person aged 25 years and above with an honors Degree in Commerce or Bachelors in Business Administration (Finance/Accounting options), BSc (Accounting option) or equivalent. Professional qualifications – ACCA, CPA and knowledge of Sun Plus system is an added advantage. People management skills, interpersonal skills, strong analytical skills and oral and written skills are required.</p> <p>Subscription to Bugema University norms and core values is a must.</p>
<b>Key functions</b>	<p><b>The Accountant shall:</b></p> <ol style="list-style-type: none"> <li>1. Maintain accurate and up-to-date records of financial transactions, including purchases, sales, receipts, and payments.</li> <li>2. Ensure that all financial transactions are recorded in the general ledger and subsidiary ledgers.</li> <li>3. Prepare financial statements, including balance sheets, income statements, and cash flow statements, to provide insights into BU's financial health.</li> <li>4. Ensure that financial reports comply with accounting standards, regulations, and BU's policies.</li> <li>5. Assist in the preparation of budgets and financial forecasts, analyzing variances between actual and budgeted figures.</li> <li>6. Monitor and analyze costs and expenditures to ensure they align with budgetary constraints.</li> <li>7. Reconcile bank statements with the organization's financial records to ensure accuracy and resolve discrepancies.</li> <li>8. Reconcile various accounts, such as accounts receivable and accounts payable, to ensure that records match.</li> <li>9. Prepare and file tax returns in compliance with the legislations.</li> <li>10. Assist with tax planning strategies to minimize tax liabilities and ensure compliance with tax laws.</li> </ol>



	<ol style="list-style-type: none"> <li>11. Conduct internal audits to assess the accuracy of financial records and adherence to internal controls.</li> <li>12. Coordinate with external auditors during annual audits and provide necessary documentation and explanations.</li> <li>13. Analyze financial performance and provide insights and recommendations for improving financial health.</li> <li>14. Identify trends and anomalies in financial data to support strategic decision-making.</li> <li>15. Manage the accounts payable process, including invoice processing, vendor payments, and reconciliation.</li> <li>16. Oversee accounts receivable, including invoicing, collections, and monitoring overdue accounts.</li> <li>17. Ensure adherence to accounting principles, standards, and regulatory requirements.</li> <li>18. Implement and follow organizational policies related to financial management.</li> <li>19. Maintain and organize financial documents, records, and supporting materials in accordance with legal and BU's requirements.</li> <li>20. Ensure the security and confidentiality of financial information.</li> <li>21. Provide financial advice and support to management and other departments.</li> <li>22. Train and support other staff members in financial procedures and practices.</li> <li>23. Attend to all duties in accounting as shall be reasonably designated from time to time.</li> </ol>
<b>Chief Security Officer</b>	<p><b>Responsible to:</b> Estates Manager</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> To be responsible for the security and safety of staff and students as well as property of all the university campuses.</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged between 35 and above with a Bachelor's degree preferably in Public Administration/Management/ a Diploma in Administrative Law or an equivalent and five years' working experience in security related matters in a senior administrative position. A qualification in security related matters is an added advantage</p> <p>Communication, organization, decision-making, creativity, emotional intelligence, swiftness at work and being keen to details are some of the required traits.</p> <p>A role model to all security guards and subscription to Bugema University norms and core values is a must.</p>
<b>Key functions</b>	<p><b>The Chief Security Guard shall:</b></p> <ol style="list-style-type: none"> <li>1. Daily assign work and deploy security personnel to all strategic locations.</li> <li>2. Monitor and supervise security guards to ensure that they execute their work.</li> <li>3. Draw out the daily work schedules for security personnel.</li> <li>4. Submit requisition for supply of security utilities through the Estates Manager.</li> <li>5. Submits weekly performance reports to the Estates Manager.</li> <li>6. Coordinate with Administrators and all staff members to ensure effective security.</li> <li>7. Train and orient newly recruited security personnel into the security department.</li> <li>8. Ensure and maintain discipline among security staff.</li> </ol>

	<p>9. Receive daily security reports from subordinates to ensure effective monitoring of security operations.</p> <p>10. Carry out any other duties as may be reasonably assigned by the Administration.</p>
<b>Medical Officer</b>	<p><b>Responsible to:</b> In Charge.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> Providing comprehensive healthcare to patients.</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged 25 years and above with MBCHB or its equivalent from a recognized university / institution. Proof of registration with the professional body and with a valid practicing license as required by law. Should have good communication and inter personal skills. Subscription to Bugema University norms and core values is a must.</p>
	<p><b>The Medical Officer shall;</b></p> <ol style="list-style-type: none"> <li>1. Identify illnesses or conditions based on symptoms, medical history, and diagnostic tests.</li> <li>2. Develop and implement treatment plans, which may include medications, therapies, or surgeries.</li> <li>3. Monitor patients' progress, adjusting treatments as necessary, and providing ongoing care to manage chronic conditions or recover from acute illnesses.</li> <li>4. Collaborate with other healthcare professionals, such as nurses, specialists, and therapists, to ensure coordinated care.</li> <li>5. Educate patients and their families about medical conditions, treatment options, and preventive measures.</li> <li>6. Maintain accurate medical records for each patient to ensure continuity of care and to comply with legal and ethical standards.</li> <li>7. Handle urgent or critical medical situations that arise, providing immediate care and making quick decisions to stabilize patients.</li> <li>8. Carry out any other duties as may be reasonably assigned by the In charge.</li> </ol>
<b>Medical Laboratory Technician</b>	<p><b>Responsible to:</b> The Laboratory In-charge.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> To support the diagnosis, treatment, and management of patients' care through the accurate and timely performance of laboratory tests.</p>
<b>Minimum Qualifications</b>	<p>Mature, vibrant person aged 25 years and above with a Diploma in Medical Laboratory Techniques, with a valid practicing license. Subscription to Bugema University norms and core values is a must.</p>
<b>Key functions</b>	<p><b>The Medical Laboratory Technician shall:</b></p> <ol style="list-style-type: none"> <li>1. Receive patients and take samples to detect infections.</li> <li>2. Write down laboratory findings and submit them to the concerned medical officer for treatment.</li> <li>3. Ensure cleanliness and orderliness of the laboratory.</li> <li>4. Maintain laboratory equipment in sound working order.</li> <li>5. Report any equipment malfunction immediately to the in-charge.</li> <li>6. Make requisition order for items required in the laboratory and submits them to the in-charge.</li> <li>7. Compile and submit weekly reports about the laboratory to the in-charge.</li> <li>8. Carry out any other duties as may be reasonably assigned by the in charge.</li> </ol>

<b>Registered Midwife</b>	<p><b>Responsible to:</b> Senior Nursing Officer</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> To promote safe, respectful, and evidence-based care for women and newborns, while also contributing to the training and education of future healthcare professionals in the field.</p>
<b>Minimum Qualifications</b>	<p>Mature, vibrant person aged 25 and above with a Diploma in Midwifery from a recognized institution, with a valid practising licence.</p> <p>Subscription to Bugema University norms and core values is a must.</p>
<b>Key functions</b>	<p><b>The enrolled Midwife shall;</b></p> <ol style="list-style-type: none"> <li>1. Provide delivery of quality midwifery services.</li> <li>2. Implement infection prevention and control measures.</li> <li>3. Provide accountability of available equipment, supplies and drugs.</li> <li>4. Participate in continuous coverage on wards/units.</li> <li>5. Administer treatment as prescribed.</li> <li>6. Carry out midwifery procedures.</li> <li>7. Coach and mentor Enrolled Midwives and Psychiatric Nurses.</li> <li>8. Carry out observations, keep proper records and ensure their safe custody.</li> <li>9. Participate in ward rounds.</li> <li>10. Receive and register patients/clients.</li> <li>11. Prepare patients for meals and participate in serving them.</li> <li>12. Adhere to aseptic procedures.</li> <li>13. Adhere to ethical professional conduct.</li> <li>14. Carry out health education.</li> <li>15. Participate in primary health care activities.</li> <li>16. Performs other related duties as reasonably assigned.</li> </ol>
<b>Enrolled Nurse</b>	<p><b>Responsible to:</b> The Senior Nursing Officer.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> To ensure the delivery of quality healthcare, contributing to the education of future healthcare professionals, and promoting the health and well-being of patients and the community.</p>
<b>Minimum Qualifications</b>	<p>Mature, vibrant person aged 25 years and above having an Enrolled Nursing Certificate from a recognized institution and a valid practising licence. Subscription to Bugema University norms and core values is a must.</p>
<b>Key functions</b>	<p><b>The enrolled Nurse shall;</b></p> <ol style="list-style-type: none"> <li>1. Provide delivery of quality nursing services.</li> <li>2. Implement infection prevention and control measures.</li> <li>3. Provide accountability of available equipment, supplies and drugs.</li> <li>4. Participate in continuous coverage on wards/units.</li> <li>5. Administer treatment as prescribed.</li> <li>6. Carry out nursing procedures.</li> <li>7. Carry out observations, keep proper records and ensure their safe custody.</li> <li>8. Participate in ward rounds.</li> <li>9. Receive and register patients/clients.</li> <li>10. Prepare patients for meals and participate in serving them.</li> <li>11. Adhere to aseptic procedures.</li> <li>12. Adhere to ethical professional conduct.</li> <li>13. Carry out health education.</li> <li>14. Participate in primary health care activities.</li> <li>15. Perform other related duties as reasonably assigned.</li> </ol>

<b>Warden for Male Students</b>	<p><b>Responsible to:</b> The Dean of Students' Affairs.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> Exceptional welfare services for students at all times.</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged between 30-50.</p> <p>A Bachelor's degree in Education/Social Sciences/ Arts/ Humanities or a closely related discipline. Computer literacy is a must.</p> <p>Subscription to Bugema University norms and core values is a must</p>
<b>Key functions</b>	<p><b>The Warden shall:</b></p> <ol style="list-style-type: none"> <li>1. Regularly inform appropriate authorities about students' concerns.</li> <li>2. Keep records necessary for effective administration of students' affairs and making them available to appropriate authority.</li> <li>3. Suggest plans for repairs, maintenance and furnishing halls of residence.</li> <li>4. Direct and supervise the work of other employees who work in the halls of residence.</li> <li>5. Correspond and counsel, through the Dean of Students' Affairs, with parents or sponsors of students under their supervision.</li> <li>6. Facilitate students' activities such as devotional periods, prayer bands, and personal contacts.</li> <li>7. Arrange room reservations and room assignments for students.</li> <li>8. Instruct students proper conduct, relation with the opposite sex, and investigate reported irregularities.</li> <li>9. Approve applications of resident students to leave campus.</li> <li>10. Advise the students and provide for other essential counseling services.</li> <li>11. Work with the University Health Services in ascertaining students' physical needs and in encouraging good health habits.</li> <li>12. Refer to the University Counselor those problem students who may need more specialized help.</li> <li>13. Work with the Dean of Students' Affairs in handling disciplinary cases.</li> <li>14. Perform any other duties as may be reasonably assigned by the Dean of Student Affairs.</li> </ol>
<b>Assistant Warden (Male)</b>	<p><b>Responsible to:</b> The Warden for Male Students</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> To provide support in the management of student housing, ensuring the safety and well-being of residents, and fostering a positive living-learning environment.</p>
<b>Minimum Qualifications</b>	<p>Male mature, vibrant person aged between 30-50.</p> <p>Well-developed interpersonal, listening, counseling and communication skills</p> <p>Integrity in financial and public administration with at least three (3) years of relevant experience at the level of Administrative Assistant.</p> <p>A Bachelor's degree in Education or Social Sciences or Arts or SWASA or Business Administration.</p>
<b>Key functions</b>	<p><b>The Assistant warden for male students shall;</b></p> <ol style="list-style-type: none"> <li>1. Ensure cleanliness and orderliness in the respective halls of residence.</li> <li>2. Ensure students' welfare in the respective halls of residence</li> <li>3. Issues pass outs to students.</li> <li>4. Discipline students through guidance and counseling.</li> <li>5. Ensure observance of discipline and social etiquette in the halls of residence.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Keep inventory of all assets and equipment in the halls of residence.</li> <li>7. Receive students' visitors and parents.</li> <li>8. Take care of sick students.</li> <li>9. Arrange room reservations and room assignments for students.</li> <li>10. Facilitate religious activities for students through daily devotional periods, prayer bands, and personal contacts.</li> <li>11. Suggest plans for repairs, maintenance and furnishing the residence halls.</li> <li>12. Counsel with appropriate authorities on a regular basis regarding items of concern affecting student life.</li> <li>13. Arbitrate cases and conflicts that occur among students.</li> <li>14. Communicate with the office of the Dean of Students' Affairs over all cases/issues-affecting students.</li> <li>15. Ensure that students have utilities such as water, power etc.</li> <li>16. Ensure safe custody of students' property.</li> <li>17. Carry out any other duties as may be assigned by the Male warden.</li> </ol>
<b>Assistant Warden (Female)</b>	<p><b>Responsible to:</b> The Warden for Female Students</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> To provide support in the management of student housing, ensuring the safety and well-being of residents, and fostering a positive living-learning environment.</p>
<b>Minimum Qualifications</b>	<p>Female mature, vibrant person aged between 30-50.</p> <p>Well-developed interpersonal, listening, counseling and communication skills</p> <p>Integrity in financial and public administration with at least three (3) years of relevant experience at the level of Administrative Assistant.</p> <p>A Bachelor's degree in Education or Social Sciences or Arts or SWASA or Business Administration.</p>
<b>Key functions</b>	<p><b>The Assistant warden for female students shall;</b></p> <ol style="list-style-type: none"> <li>1. Ensure cleanliness and orderliness in the respective halls of residence.</li> <li>2. Ensure students' welfare in the respective halls of residence.</li> <li>3. Issue pass outs to students.</li> <li>4. Discipline students through guidance and counseling.</li> <li>5. Ensure observance of discipline and social etiquette in the halls of residence.</li> <li>6. Keep inventory of all assets and equipment in the halls of residence.</li> <li>7. Receives students' visitors and parents.</li> <li>8. Take care of sick students.</li> <li>9. Arrange room reservations and room assignments for students.</li> <li>10. Facilitate religious activities for students through daily devotional periods, prayer bands, and personal contacts.</li> <li>11. Suggest plans for repairs, maintenance and furnishing the residence halls.</li> <li>12. Counsel with appropriate authorities on a regular basis regarding items of concern affecting student life.</li> <li>13. Arbitrate cases and conflicts that occur among students.</li> <li>14. Communicate with the office of the Dean of Students Affairs over all cases/issues-affecting students.</li> <li>15. Ensure that students have utilities such as water, power etc.</li> <li>16. Ensure safe custody of students' property.</li> <li>17. Carry out any other duties as may be assigned by the warden for female students.</li> </ol>

<b>Library Assistant</b>	<p><b>Responsible to:</b> The Assistant Librarian.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> Assisting with the administration and organization of a library.</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged 25 years and above with Strong communication, interpersonal and computer skills with ability to edit records on library system, detail oriented.</p> <p>Ability to work independently with minimal supervision as well as part of a team.</p> <p>Subscription to Bugema University norms and core values is a must.</p> <p>Diploma in Library Science and a degree, second class upper, is an added advantage</p>
<b>Key functions</b>	<p><b>The Library Assistant shall;</b></p> <ol style="list-style-type: none"> <li>1. Process and route print and electronic materials as needed</li> <li>2. Add or update data in the online system.</li> <li>3. Distribute journals and desk books as needed.</li> <li>4. Update pocket parts, supplements and loose-leaf publications.</li> <li>5. Perform general office tasks such as photocopying, downloading and scanning materials.</li> <li>6. Shelve books and other library materials.</li> <li>7. Guide students, faculty and staff in the use of library services and resources, and associated library technologies.</li> <li>8. Ensure that all materials in library are well organized and in good condition.</li> <li>9. In consultation with the University Librarian, ensure library materials are well classified, catalogued and accessioned.</li> <li>10. Report any problem identified regarding the library and report it to the Librarian.</li> <li>11. Receive and discharge library materials.</li> <li>12. Assist with security issues and record keeping.</li> <li>13. Performs other related duties as reasonably assigned by the Assistant Librarian.</li> </ol>
<b>Human Resource Assistant</b>	<p><b>Responsible to:</b> Human Resource Manager.</p> <p><b>Terms of employment:</b> Three years' renewable contract upon satisfactory performance.</p> <p><b>Purpose of the Job:</b> Support the HR department in its various functions and ensure the effective management of human resources at BU</p>
<b>Minimum qualifications</b>	<p>Mature, vibrant person aged 25 and above with ability to deal with situations that are stressful to others, meticulous attention to detail, numeracy attention to detail, Communication, organizational, technical, time management and interpersonal skills. An honours Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field or its equivalent from a recognized university / institution.</p> <p>Experience in HR roles, such as HR Assistant, HR Coordinator, or HR Generalist, with at least one year's experience.</p> <p>Subscription to Bugema university norms and core values is a must.</p>
<b>Key functions</b>	<p><b>The Human Resource Assistant shall;</b></p> <ol style="list-style-type: none"> <li>1. Assists in the recruitment process.</li> <li>2. Addressing employee questions or concerns related to HR policies.</li> <li>3. Assist in conducting employee surveys.</li> <li>4. Answering benefits-related questions.</li> <li>5. Maintain accurate and up-to-date employee records.</li> <li>6. Help during exit interviews and complete termination documentation.</li> </ol>



	<ol style="list-style-type: none"><li>7. Assist in the collection, organization, and analysis of HR data.</li><li>8. Staying up-to-date on changes in employment laws.</li><li>9. Maintain compliance-related documentation.</li><li>10. Performs other related duties as reasonably assigned by the HRM.</li></ol>
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