



Date: 22nd April 2025

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Applications are invited from suitably qualified serving staff of Kyambogo University to fill the following positions listed in Table 1:

TABLE 1: VACANCIES FOR TECHNICIANS IN TEACHING FACULTIES/SCHOOLS AND ACADEMIC DEPARTMENTS

SN	FACULTY/ SCHOOL	DEPARTMENT	POSITION	SALARY SCALE	SPECIALTY	NO. OF VACANCIES
1.	Engineering	Mechanical & Production Engineering	Technician	PU7	Machining Technology	1
			Senior Assistant Technician	PU10	1. Mechanical Engineering Materials 2. Automotive Engineering	2
		Electrical & Electronics Engineering	Senior Technician	PU6.2	Power/Energy Systems	1
			Technician	PU7	Communications / Computing	1
		Civil & Environmental Engineering	Technician	PU7	1. Soil Mechanics and Geotechnical Engineering 2. Concrete Materials Laboratory	2
			Technician	PU7	Instrumentation	1

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		Bio-medical & Mechatronics Engineering	Senior Assistant Technician	PU10	Medical Equipment	2
			Assistant Technician	PU12	Medical Equipment	1
		Mining, Chemical & Petroleum Eng.	Technician	PU7	Oil and Gas Engineering	1
			Assistant Technician	PU12	Chemical Engineering	1
2.	Science	Biological Sciences	Technician	PU7	Ecology, Environmental Science, Water Analysis, Aquaculture and Fisheries	1
			Senior Assistant Technician	PU10	Parasitology, and Entomology, Disease Agents and Public Health	1
			Assistant Technician	PU12	Phycology, Mycology, Plant Physiology, Crop Science and Conservation Biology	1
		Food Science & Technology	Senior Technician	PU6.2	Food Science and Technology	1
			Technician	PU7	Food Science & Technology or Food Processing Technology	1
			Senior Assistant Technician	PU10	Food Science & Technology or Food Processing Technology	1
		Chemistry	Technician	PU7	Science Technology - Chemistry	1
			Senior Assistant Technician	PU10	Science Technology - Chemistry/Science Laboratory Technology	2
		Physics	Technician	PU7	Physics	2



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		Sports Science	Technician	PU7	Sports Science	1
		Senior Assistant Technician		PU10	Sports Science	1
		Mathematics	Technician	PU7	Computer Science	1
		Textile & Leather Technology	Technician	PU7	Textile •Textile design and Technology •Clothing/ Garment •Textile Engineering •Fiber Science Leather •Leather Tanning •Footwear design •Leather goods and products technology	1
		Senior Assistant Technician		PU10	Textile •Textile design and Technology •Clothing/ Garment •Textile Engineering •Fiber Science Leather •Leather Tanning •Footwear design •Leather goods and products technology	1
		Architecture	Technician	PU7	1. Architecture 2. Civil Engineering	2
3.	School of Built Environment (SOBE)	Geo-Informatics (Land Survey)	Senior Technician	PU6.2	1. Surveying or 2. Global Navigation	1



				Satellite Systems (GNSS)	
				Satellite Systems (GNSS)	
		Quantity Surveying & Property Valuation	Assistant Technician	PU12	Building Economics / Civil Engineering / Quantity Surveying
3.	Computing & Information Science	Computer Science	Senior Assistant Technician	PU10	Network / Hardware Maintenance
4.	Vocational Studies	Family Life & Consumer Studies	Technician	PU7	Home Management / Family care
		Hotel & Institutional Catering	Technician	PU7	Culinary Arts / Pastries
		Cosmetology and Fashion Design	Senior Assistant Technician	PU10	Cosmetology & Beauty Therapy
		Nutritional Science and Dietetics	Senior Assistant Technician	PU10	Food chemistry and Analysis

DETAILED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

1. JOB TITLE : SENIOR TECHNICIAN

Salary scale : PU6.2
 Reports to : Principal Technician
 Directly supervises: Technicians & Senior Assistant Technicians

The Senior Technician will be responsible to the Chief Technician for carrying out the following responsibilities:-

Duties and Responsibilities

- a) To support technical/practical work in classes and laboratory sessions by giving technical advice to staff and students;
- b) To assist in conducting major experiments/special needs skills (where applicable) and research programs and/or in setting up and using complex equipment for a range of experiments and demonstrations under general directions;
- c) To prepare reports of a technical nature;
- d) To draft reports on the research tasks carried out;

- e) To carry out research project with guidance from senior staff
- f) To liaise with academic staff to discuss timetables, equipment and software requirements, and work plans for in-house training;
- g) To instruct students on specialized skills needed for the inclusion of persons with disabilities and other special needs.

KEY OUTPUTS

- a) Technical/practical work in classes and laboratory sessions to staff and students provided;
- b) Support in conducting major experiments/ special needs instruction and research programs and/or in setting up and using complex equipment for a range of experiments and demonstrations provided;
- c) Technical reports prepared;
- d) Reports on the research tasks carried out prepared;
- e) Research projects carried out guidance from senior staff;
- h) Timetables, equipment and software requirements, and work plans for in-house training liaised and discussed with academic staff;
- i) Students instructed in specialized skills needed for the inclusion of persons with disabilities and other special needs.

PERSON SPECIFICATIONS

1. Academic Qualifications

- a) Must have attained a Master's degree in the relevant technical discipline with specialty specified against the particular post indicated in Table 1 above from a recognized awarding University/Institution;
- b) Must have a First or Second Upper-class Bachelor's Degree in the relevant technical discipline with specialty specified against the particular post indicated in Table 1 (Or Second Lower-class Bachelor's Degree in special circumstance) from a recognized awarding University/Institution.

2. Working Experience

Must have a minimum work experience of three (3) years in the relevant field, served at the level of Technician or its equivalent from a University or a reputable Institution.

3. Technical Competencies

- i) Attention to Detail: Performing tests requires exact measurements and a good eye for detail, or the results could be false.



- ii) Skillful performance or ability without difficulty
- iii) Laboratory technicians need to understand complex laboratory machinery and computer programs used to conduct tests.
- iv) Computer modeling, where applicable
- v) Knowledge of Planning and budgeting
- vi) Knowledge of human resource management

4. Behavioral Competences

- i) Leadership and Management Skills
- ii) Communication Skills
- iii) Strong Analytical Mind
- iv) Teamwork skills

2. JOB TITLE : TECHNICIAN

Salary scale : PU7
Reports to : Senior Technician
Directly supervises: Senior Assistant Technicians
Interacts with: Head of Department, Chief Technician, Principal
Technician Lecturers and Students

The Technician will be responsible for providing support to staff and students in technical/practical/research work in workshops/laboratories in carrying out the following duties and responsibilities

Duties and Responsibilities

The Technician will be responsible for carrying out the following duties and responsibilities:

- 1) To clean and sterilize laboratory glass ware, surfaces and equipment;
- 2) To package, transport, submit, process and preserve test samples;
- 3) To receive and record submitted samples;
- 4) To prepare laboratory reagents;
- 5) To document and receive samples for analysis;
- 6) To dispose laboratory waste in appropriate manner;
- 7) To carryout stock taking and laboratory inventories;
- 8) To assist in setting up routine experiments;
- 9) To assist in software installation and maintenance.



Key Result Areas

- a) Clean and sterilized laboratory glass ware, surfaces and equipment maintained;
- b) Test samples processed, packaged, transported, submitted and preserved in timely manner;
- c) Samples received, recorded and submitted;
- d) Laboratory reagents prepared appropriately;
- e) Samples for analysis documented and received;
- f) Laboratory waste disposed in appropriate manner;
- g) Stock taking and laboratory inventories maintained;
- h) Routine experiments set up.
- i) Software installation and maintenance done.

Person Specifications

1. Academic Qualifications

- a) Must have First Class or Second Class Upper Division Bachelor's Degree in the relevant technical discipline (Or a Second Class Lower Division Bachelor's Degree in special circumstance) from recognized awarding University/Institution.
- b) An Ordinary Diploma with credit and above in a relevant technical discipline will be an added advantage.

2. Work Experience

A relevant work experience will be an added advantage.

3. Technical Competencies

- a) Computer application skills
- b) Planning, organizing and budgeting skills

4. Behavioral Competencies

- a) Communication Skills
- b) Interpersonal skills
- c) Team work
- d) Knowledge management
- e) Result Oriented Management



3. JOB TITLE : SENIOR ASSISTANT TECHNICIAN

Salary scale: PU10
Reports to: Technician
Supervises: Assistant Technician
Interacts with: Head of Department, Chief Technician, Principal Technicians, Senior Technicians and Lecturers and Students

The Senior Assistant Technician will be responsible for assisting staff and students in undertaking technical and practical work in workshops and /or laboratories.

Duties and Responsibilities

The Senior Assistant Technician will be responsibilities to the Technician for the following duties and responsibilities: -

- a) To clean and sterilize laboratory glass ware, surfaces and equipment /machines;
- b) To package, transport, submit, process and preserve test samples;
- c) To receive and record submitted samples;
- d) To prepare laboratory reagents;
- e) To document and receive samples for analysis;
- f) To dispose laboratory waste in appropriate manner;
- g) To stock take & record laboratory/workshop inventories;
- h) To assist in setting up routine experiments;
- i) To assist in setting up braille, white cane, sign language, audiology equipment and other special needs education equipment.

Key Result Areas

- a) Clean and sterilized laboratory glass ware, surfaces and equipment maintained;
- b) Test samples processed, packaged, transported, submitted and preserved in timely manner;

- c) Samples received, recorded and submitted;
- d) Laboratory reagents prepared appropriately;
- e) Samples for analysis documented and received;
- f) Laboratory waste disposed in appropriate manner;
- g) Stock taking and laboratory inventories maintained;
- h) Routine experiments set up;
- i) Software installation and maintenance done;
- j) Equipment for special needs (braille, white cane, sign language, and audiology) set up.

Person Specifications

1. Academic qualifications and Work Experience

Must have: **Either** A higher Diploma in relevant technical field of specialty specified in Table 1 above plus three (3) years' work experience at a level of Assistant Technician in a reputable institution;

or, An ordinary diploma in a technical field plus at least six (6) years' work experience at the level of Assistant Technician in a reputable institution.

2. Technical Skills

- a) Computer application skills
- b) Planning, technical, organizing and budgeting skills
- c) Supervisory skills

3. Behavioral Skills

- a) Communication Skills
- b) Concern for quality and standards
- c) Interpersonal skills
- d) Team work

4. JOB TITLE : ASSISTANT TECHNICIAN

Salary scale: PU12

Reports to: Senior Assistant Technician or Technician

Supervises: Attendants



Interacts with: Head of Department, Chief Technician, Principal Technicians, Senior Technicians, Technicians, and Lecturers and Students

The Assistant Technician be responsible for undertaking the approved in learning/Research.

Duties and Responsibilities

The Assistant Technician will be responsibilities to the Senior Assistant Technician for carrying out the following duties and responsibilities: -

- a) To clean and sterilize laboratory glass ware, surfaces and equipment /machines;
- b) To package, transport, submit, process and preserve test samples;
- c) To receive and record submitted samples;
- d) To prepare laboratory reagents;
- e) To document and receive samples for analysis;
- f) To dispose laboratory waste in appropriate manner;
- g) To stock take & record laboratory/workshop inventories;
- h) To assist in setting up routine experiments;
- i) In the case special needs, to assist in setting up braille, white cane, sign language, audiology equipment and other special needs education equipment.

Key Result Areas

- a) Clean and sterilized laboratory glass ware, surfaces and equipment maintained;
- b) Test samples processed, packaged, transported, submitted and preserved in timely manner;
- c) Samples received, recorded and submitted;
- d) Laboratory reagents prepared appropriately;
- e) Samples for analysis documented and received;



- f) Laboratory waste disposed in appropriate manner;
- g) Stock taking and laboratory inventories maintained;
- h) Routine experiments set up;
- i) Software installation and maintenance done;
- j) Equipment for special needs (braille, white cane, sign language, and audiology) set up.

Person Specifications

1. Academic qualifications

- a) Must have an Ordinary Diploma with at least a credit in the relevant technical field specified in Table 1 above from a recognized awarding University/institution.
- b) A relevant work experience is an added advantage

2. Technical Skills

- a) Computer application skills
- b) Planning, technical, organizing and budgeting skills
- c) Supervisory skills

3. Behavioral Skills

- a) Communication Skills
- b) Concern for quality and standards
- c) Interpersonal skills
- d) Team work



TABLE 2: OTHER VACANCY (RE-ADVERTISED)

SN	DEPARTMENT	POSITION	SALARY SCALE	NO. OF VACANCIES
1	DISABILITY SUPPORT SERVICES CENTRE	ASSISTANT BRAILLE PRODUCTION OFFICER	PU12	1

5. JOB TITLE: ASSISTANT BRAILLE PRODUCTION OFFICER

Salary Scale: PU12

Report to: Braille Production Officer

Purpose of the Job

To facilitate access to information in accessible formats to support teaching and learning for staff and students with disabilities and other special needs in the University through creation and management of Braille materials, use, repair and management of various disability hi-tech adapted technology devices.

Key Functions

- i. Translate and transcribe educational materials, textbooks, examinations and other relevant documents into Braille, and other standard accessibility formats for students and staff with disabilities.
- ii. Utilize Adapted technology devices and equipment to produce high-quality Braille materials, and other educational content.
- iii. Repair, maintain and Manage modern adapted technologies for people with disabilities.
- iv. To perform any other related duties that may be assigned.

Person Specifications

a) Qualifications

Must have a Diploma in any one of the following fields; Community Based Rehabilitation, Special Needs Education, ICT or any other disability related field obtained from a recognized awarding University / Institution; plus evidence of training in adapted ICT for people with disability from a recognised institution or organisation.



b) Experience

Proven work experience in Braille production, reading and writing especially in Universal English Braille (UEB) use, and repair of adapted technology devices in Institution of Higher Learning or organisations serving persons with disabilities will be added advantage.

APPLICATION PROCEDURE

1. Interested staff of Kyambogo University who meet the minimum requirements for the above positions should submit on-line applications via <https://vacancy.kyu.ac.ug> : before close of Business on 3rd May 2025.
2. Please ensure that the following documents are attached to your application in **pdf** format.
 - (a) Copies of certified academic and professional qualifications
 - (b) Copies of the National Identity Card
 - (c) Evidence of work experience.
 - (d) Recommendation from current Head of Department
3. For inquiries and assistance visit the address below.

**CHIEF HUMAN RESOURCES
KYAMBOGO UNIVERSITY
SECOND FLOOR, ADMINISTRATION BLOCK (RECORDS OFFICE)**

NOTE: This is an Internal Advert and applications from persons who are not staff of Kyambogo University will not be accepted/considered.

Nicholas Gaboi

For: CHIEF HUMAN RESOURCES

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