



## VACANCIES

The Islamic University in Uganda invites suitably qualified candidates to fill the following vacant positions for the 2017/2018 Academic year.

1. **JOB TITLE : Deputy Bursar (1 post)**

**Responsible to:** University Bursar

**Salary Scale:** IUA2 (Two year contract renewable upon satisfactory performance)

**Major Responsibilities**

1. Under the direction of the Bursar organize and supervise the billing, collection, deposit, disbursement and record maintenance of tuition and fees and other University and student related funds; participate in the establishment of policies/procedures regarding the above activities.
2. Coordinate and supervise the monetary aspects of in-person registration and adjustment period at the University and as required at any Campus.
3. Ensures the maintenance of accurate financial records so as to facilitate information flow between the Bursar's Office and the Business, Accounting, Enrollment Services and other offices throughout the University, ensure coordination of functions with related offices.
4. Participate in the reconciliation of Accounts to ensure complete agreement of billings, receipts, disbursements and outstanding receivable records.
5. Prepare as needed weekly, monthly, quarterly and annual reports and analyses.
6. Ensure proper record of receivables and write-offs.
7. Maintenance of accurate fixed inventory repository on a timely basis.
8. When required, assume full responsibility of the department at all campuses, in the absence of the University Bursar.

**Minimum qualifications and Requirements**

- a) Must possess a master's Degree in Business Administration or in any related field.
- b) Minimum of a 2nd Class Upper Degree at undergraduate in Bachelor of Business Studies, Bachelor of Commerce, or Bachelor of Business Administration majoring in Accounting from a recognized University.
- c) Must possess professional qualifications such as ACCA or CPA etc.

2. **JOB TITLE : Purchasing Officer (2 posts)**



**Responsible to:** University Bursar

**Salary Scale:** IUA5 (One year contract renewable upon satisfactory performance)

**Major Responsibilities.**

- 1) Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- 2) Prepare and process requisitions and purchase orders for supplies and equipment.
- 3) Review purchase order claims and contracts for conformance to company policy.
- 4) Analyze market and delivery systems in order to assess present and future material availability.
- 5) Develop and implement purchasing and contract management instructions, policies, and procedures.
- 6) Ensuring that stock controls are carried out.
- 7) Review, evaluate, and approve specifications for issuing and awarding bids.
- 8) Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- 9) Prepare bid awards requiring board approval.

**Minimum qualifications and Requirements**

- a) Minimum of a 2nd Class Upper Bachelor's Degree Procurement and Supply Management or any related field from a recognized University.
- b) Applicants must be computer literate with at least 2 years working experience from a recognized organization.
- c) A masters in a relevant field will be added advantage.

**3. JOB TITTLE : Accounts Assistants (5 posts)**

**Responsible to:** University Bursar

**Salary Scale:** IUA6 (One year contract renewable upon satisfactory performance)

**Major Responsibilities.**

1. Receiving revenue and issuing receipts for record purposes.
2. Preparing books of accounts for purposes of accountability.
3. Banking revenue and carryout reconciliation on bank statements to iron out discrepancies.
4. Producing financial reports and statements and forward them to the relevant authorities.
5. Paying University employees in time as directed.



**Minimum qualifications and Requirements**

- a) Minimum of a 2<sup>nd</sup> Class Upper Bachelors' Degree in Business Studies, Bachelor of Commerce, or Bachelor of Business Administration majoring in Accounting from a recognized University.
- b) Possession of professional qualifications like ACCA or CPA will be of added advantage.
- c) Applicants must be computer literate with at least 3 years working experience from a recognized institution.

**4. JOB TITLE : Stores Assistant (1 post)**

**Responsible to:** University Bursar

**Salary Scale:** IUG5 (One year contract renewable upon satisfactory performance)

**Major Responsibilities**

1. To exercise general control over all activities in Stores Department
2. To ensure safe keeping both as to quality and quantity of materials.
3. To carry out periodical stock taking.
4. To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
5. To reserve a particular material for a specific job when so required.
6. To issue materials only in required quantities against authorized requisition notes/material lists.
7. To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

**Minimum qualifications and Requirements**

- a) Diploma in Stores Management/Purchasing from a recognized institution with a working experience of 2 years.
- b) Applicant must be computer literate.

**5. JOB TITLE: Computer Laboratory Attendant (5 posts)**

**Responsible to:** Head of Department ICT

**Salary Scale:** IUG5 (One year contract renewable upon satisfactory performance)

**Major Responsibilities.**

1. To ensure that all laboratory computers and other accessories are working well and report any malfunction to the Computer Technician.
2. To carry out basic computer maintenance routines in the laboratory.
3. To maintain security of all the computers and other accessories;
4. To ensure that the laboratory timetable is followed by all laboratory users.
5. To manage computer use in the laboratory by students.
6. Ensure general cleanliness of the laboratory.

**Minimum qualifications and Requirements.**

- a) Minimum of a Diploma in Computer Science or Information Technology from a recognized University.
- b) Relevant experience of at-least two years in the same/related position.
- c) Should possess good communication skills.

**6. JOB TITLE: Records Assistants(2 posts)**

**Responsible to:** University Secretary

**Salary Scale:** IUG5 (One year contract renewable upon satisfactory performance)

**Major Responsibilities**

1. To arrange for disposal of outdated records.
2. Open relevant files as required.
3. To file records.
4. To retrieve information as and when required.

**Minimum qualifications and Requirements.**

- a) A Diploma (at least 2) in a Records Management from a recognized University.
- b) Relevant experience of at-least two years in the same/related position.
- c) Must be computer literate.

**7. JOB TITLE: Bio Medical Engineer(1 post)**

**Responsible to:** University Medical Officer

**Salary Scale:** IUA6 (One year contract renewable upon satisfactory performance)

**Major Responsibilities**

1. Install, adjust, maintain, repair, or provide technical support for biomedical equipment
2. Ensure the safety, efficiency, and effectiveness of biomedical equipment
2. Train clinicians and other personnel on the proper use of equipment

**Minimum qualifications and Requirements**



- a) Minimum of a Bachelors' degree in Bio medical Engineering with at least one year experience.

**8. JOB TITLE: Medical Laboratory Technician(1 post)**

Responsible to: University Medical Officer

Salary Scale: IUG5 (One year contract renewable upon satisfactory performance)

**Major Responsibilities**

- a) Contributes to a safe and secure environment for patients, visitors, physicians and co-workers by following established standards and procedures; complying with legal regulations.
- b) Maintains patient confidence by keeping laboratory information confidential.
- c) Serves and protects the hospital community by adhering to professional standards, hospital policies and procedures, federal, state.

**Minimum qualifications and Requirements.**

- a) Diploma in Medical Laboratory Technology from a Recognized institution.
- b) Minimum of a Diploma (at least Class 2) in Library and Information Science from a recognized University.

**9. JOB TITLE: Library Assistants(3 posts)**

Responsible to: University Librarian

Salary Scale: IUG5 (One year contract renewable upon satisfactory performance)

**Major Responsibilities**

- 1) To serve the clients at the service counter.
- 2) To guide in locating and retrieving information materials both physical and electronic sources.

**Minimum qualifications and Requirements.**

- a) Minimum of a Diploma (at least Class 2) in Library and Information Science from a recognized University.
- b) Relevant experience of at-least two years in the same/related position.
- c) Should possess good communication skills.

**10. JOB TITLE: Electrician(1 post)**

Responsible to: University Engineer

Salary Scale: IUG5 (One year contract renewable upon satisfactory performance)

**Major Responsibilities.**

- 1) Install and maintain wiring, control, and lighting systems.

- 2) Inspect electrical components, such as transformers and circuit breakers.
- 3) Identify electrical problems with a variety of testing devices.
- 4) Repair or replace wiring, equipment, or fixtures using hand tools and power tools.

**Minimum qualifications and Requirements.**

- a) Craft Certificate Part 2 in Electrical from a recognized institution with at least 2 years working experience.

**11. JOB TITLE: Plumber(1 post)**

Responsible to: University Engineer

Salary Scale: IUG5 (One year contract renewable upon satisfactory performance)

**Major Responsibilities**

1. To do Plumbing and drainage work.
2. To draw up material list and plans for maintenance or construction.
3. To repair all water fittings and heaters.

**Minimum qualifications and Requirements.**

- a) Ordinary Diploma in Water Engineering from a Recognized institution.
- b) At least two years working experience in a reputable institution.

**NOTE:**

Other benefits for the posts include housing allowance of 20% of basic salary and free medical treatment for self, spouse (s) and four biological children below 18 years of age at the University Health Center.

Applicants should send 5 sets of a handwritten application letter, including copies of an up to date curriculum vitae (with all supporting documents attached on each application letter), and two (2) separate letters from referees.

For details, contact the Office of the University Secretary, Islamic University in Uganda, P.O BOX 2555, Mbale, and Tell: 0702325330, or visit our website: [www.iuiu.ac.ug](http://www.iuiu.ac.ug)

The document should reach the Office of the University Secretary, Islamic University in Uganda, P.O BOX 2555, Mbale or the University Liaison Officer at King Fahd Plaza plot 52 Kampala Road two weeks from the date of this advertisement.