



Office of the University Secretary

VACANCIES

3rd August, 2018

The Islamic University in Uganda invites suitably qualified candidates to fill the following vacant positions for the 2018/2019 Academic year.

ADMINISTRATIVE STAFF

1. JOB TITLE : ACCOUNTS ASSISTANT (3 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 2nd 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.

2. JOB TITLE : STORE MANAGER (3 posts)

Responsible to: University Bursar

Salary Scale: IUA6 (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.

Minimum qualifications and Requirements

- a) Bachelor's degree in Procurement and Logistics or Stores Management from a recognized institution with a working experience of 2 years.
- b) Applicant must be computer literate.

3. JOB TITLE : FEMALE WARDEN (1 post); Re-Advertised

Responsible to: University Coordinator

Salary Scale: IUA4 (One year contract renewable upon satisfactory performance)

Major Responsibilities

- 1. To assist the University Coordinator in female students affairs.
- 2. To act as a University Coordinator as and when requested.
- 3. Effectively delivering and or promoting areas of the educational, wellbeing, cultural, sustainability, sporting or social activities within the Residence.

Qualifications

- a) Possession of a master's degree in any field will be added advantage.
- b) First class or Second class upper division for Bachelor's degree in Education, Social Sciences/Social Works and Social Administration, Development studies and any other related fields.
- c) Possession of a master's degree in any field will be added advantage.

4. JOB TITLE: ADMINISTRATIVE ASSISTANT (4 posts)

Responsible to: University Secretary

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

Major Responsibilities

- 1. To act as administrator in the department and oversee the running of departmental Operations.
- 2. Organize and attend departmental meetings
- 3. To write and distribute minutes of the departmental meetings to the concerned staff in time
- 4. To communicate and follow up implementation of discussions of meetings.
- 5. Drafting proposals/reports and departmental budgets.
- 6. To request, follow up and account for the funds advanced to the department.
- 7. To receive, read, internalize and respond to correspondences / mails where necessary.

Qualifications

First class or Second class upper division for Bachelor's degree in Secretarial Science and Office Administration Education, Public Administration, IT/Computer Science, Social Sciences/Social Works and Social Administration, Development studies and any other related fields.

5. JOB TITLE: Computer Laboratory attendants (7 Posts)

Reports to: ICT Manager

Salary Scale: IUG5

Qualifications and Requirements

- A Diploma in Computer Science and Information Technology. Any Professional Certifications such CCNA, MCITP, CompTIA A+, will be an added advantage.
- More than 1 Year of working experience in an active IT environment.

Major Responsibilities:

- Open and close the computer labs according to the IT Services schedule.
- Maintain the arrangement of computer towers, TFTs, keyboards, mice and chairs in order at all times of the day.
- Ensure that machines are in working condition. Software and hardware problems that cannot be sorted by the lab attendants should be reported to your supervisor with a description of the problem, what was done to try and fix it, and the current status of the problem.

6. JOB TITLE: Computer Laboratory Technician (1 post)

Reports to: ICT Manager

Salary Scale: IUG3

Qualifications and Requirements

a) A Diploma in Electric and Electronic Engineering or a Diploma in Computer Science and Information Technology. A Bachelor's degree in Computer Science will be an added advantage.

- Any Professional Certifications such CCNA, MCITP, CompTIA, REDHAT will also be an added advantage
- More than 3 Years of working experience in an active IT environment

Major responsibilities

- To carry out routine Computer and other accessories repairs and servicing.
- Carry out routine computer maintenance in the computer laboratories.

7. JOB TITLE: CLINICAL OFFICERS (2 Posts); Re-Advertised

Reports to: University Medical Officer

Salary Scale: IUG3

Qualifications and Requirements

a) Diploma in Clinical Medicine and Community Health from a recognised Institution and must be registered with Allied Health Professional Council.

At least two (2) years working experience in a reputable health centre.

Major Responsibilities:

- Taking medical history and conducting physical examination of patients
- Diagnosing and treating patients at an outpatient in a health facility
- Planning and treating at an outpatient in a health facility
- Planning and conducting primary health care activities
- Supervising and coordination staff engaged in routine patient care

8. JOB TITLE: ASSISTANT CUSTODIAN (2 Posts (Male and Female))

Reports to: University Coordinator

Salary Scale: IUG6

Qualifications and Requirements

- a) Diploma in Records Management, Business Studies, Public Administration or any other relevant filed.

Major Responsibilities:

- Ensuring Safe Custody of University property (both movable and fixed items) in the halls of residence.
- Assisting the Custodian on any other duties as assigned to you.

9. Administrative Secretaries (6 posts) Salary Scale: IUA6

Minimum Qualifications: A holder of a Bachelor's degree in Secretarial Studies, Computer based from a recognized University.

10. Office Assistant (6 posts), Salary Scale: IUG8

Minimum Qualifications: Holder of A' Level Certificate plus at least 3 years' experience in a similar position in a reputable organization.

Major responsibilities

1. Open and Close Office on time;
2. Clean the office before the officer(s) arrive;
3. Dispatch mails as directed by the office secretary;
4. Make copies of official documents as directed.

11. Laboratory Technician Food Science & Nutrition (1 post), Salary Scale: IUG4

Minimum Qualifications: A Diploma in Laboratory Technician in Food Science.

12. Library Assistants (2 posts), Salary Scale: IUG5

Minimum Qualifications: Diploma in Library Science from a recognized institution and with at least two years working experience in the relevant field.

13. Library Security Assistants (2 posts), Salary Scale: IUG8

Minimum Qualifications: Applicants must possess a certificate in Library Science with at least 1 year working experience.

14. Administrative Officer (3 posts), Salary Scale: IUA5

Minimum Qualifications: A Master's degree from a recognized university or equivalent qualifications with at least 3 years working experience in a similar or equivalent position in a reputable institution. Preference will be given to applicants with higher or professional qualifications and computer literate.

15. Security Guards (3 posts), Salary Scale: IUG8

Minimum Qualifications: Holder of A' Level Certificate and necessary training (security matters) plus at least 3 years' experience in a similar position in a reputable organization. Applicants must be between the age of 25 – 40 years.

16. Medical Records Assistant (1 post) Salary Scale: IUG5

Minimum Qualifications: Applicants must possess a Certificate in Medical records management with at least 2 years working experience.

ACADEMIC STAFF

1. Faculty of Science

Department of Mathematics and Statistics

Teaching Assistant (1 post) BSc in Statistics with a wealthy experience in Data Analysis and handling of Statistical Software.

2. Faculty of Arts and Social Sciences

Department of Economics

Senior Lecturers (2 posts) Lecturer (2 posts), Teaching Assistant (1 post)

Department of Languages, Literature and Linguistics

Senior Lecturer in Literature and Linguistics (2 posts)

Department of Political Science

Lecturer (1 post)

Department of Geography

Senior Lecturer (1 post), Lecturer (2 posts), Assistant Lecturer (1 post), Teaching Assistant (1 post)

Department of Mass Communication

Senior Lecturer (1 post), Multi-media Laboratory Attendant (1 post), Lecturer (1 post)

Department of History

Senior Lecturer (1 post), Teaching Assistant (1 post)

Department of Social Work and Social Administration

Senior Lecturer (1 post), Lecturer (1 post), Teaching Assistant (1 post)

2. Faculty of Education

Department of Education Psychology

Senior Lecturer (1 post), Assoc Professor (1 post)

Department of Education Foundation

Senior Lecturer (1 post), Assoc Professor (1 post)

Department of Curriculum and Instruction

Senior Lecturer (1 post), Assoc Professor (1 post)

Department of Education Management and Administration

Assoc Prof (1 post)

3. **Faculty of Law**

Associate Professor (1 post), Senior Lecturers (4 posts), Lecturer (2 posts)

4. **Faculty of Islamic Studies and Arabic Language**

Department of Arabic Language

Associate Professor (1 post)

Department of Islamic Studies

Associate Professor (1 post)

Department of Shariah

Associate Professor (1 post), Teaching Assistant (2 posts)

5. **Faculty of Health Sciences**

Department of Nursing:

Nursing Tutors (2 posts) in Medical Nursing and Microbiology

Clinical Instructor (1 post) with midwifery Specialty and must be residing in Mbale.

a) **Professor Salary Scale: IUA1**

Minimum Qualifications: A Ph.D degree in the relevant field from a recognized university plus at least 8 years of teaching experience in recognized institutions of higher learning and must have published at least 15 articles in relevant fields in recognized journals and books or published a good book.

b) **Associate Professor Salary Scale: IUA2**

Minimum Qualifications: A Ph.D degree in the relevant field from a recognized university plus at least 5 or more years of teaching experience in recognized institutions of higher learning and must have published at least 6 articles in relevant fields in recognized journals and books or published a good book.

c) **Senior Lecturer Salary Scale: IUA3**

Minimum Qualifications: Possession of Ph.D degree in relevant field from a recognized university with at least 3 years of teaching experience in a recognized University and 4 or more published articles in the relevant fields in recognized journals and books or at least one good book in relevant fields.

d) **Lecturer Salary Scale: IUA4**

Minimum Qualifications: A Ph.D in the relevant field from a recognized university with 3 years teaching experience in a recognized institution of higher learning.

e) **Teaching Assistant Salary Scale: IUA6**

Minimum Qualifications: A holder of First Class or Upper Second Class degree in relevant field from a recognized University.

18. **Medical Laboratory Assistant (1 post), Salary Scale: IUG6**

Minimum Qualifications: Certificate in Laboratory Technician.

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 sealed letters from referees.

For details, contact the Office of the University Secretary, Islamic University in Uganda, P.O BOX 2555, Mbale, and Tel: **0393512101**.

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.