GULU UNIVERSITY

P.O. Box 166
Gulu, Uganda

Tel: +256-471-432095
Fax: +256-471-432094

Email: us@gu.ac.ug
URL: www.gu.ac.ug

OFFICE OF THE UNIVERSITY SECRETARY

JOB OPPORTUNITIES
(EXTERNAL ADVERT)

Gulu University is a Public University established by Statutory Instrument No. 31 of 2003. The University was set to serve as a launch pad for equitable development in Uganda; provide knowledge and skills; and stimulate innovations in education, technology, economic advancement and social development. The University is in Gulu City with Campuses in Kitgum and Kotido Districts, Hoima City; and a Constituent College Project in Moroto District.

The Vision of the University is "To be the leading Academic Institution for promotion of Community Transformation and Industrialization for Sustainable Development".

The Mission of the University is "To provide access to Quality Higher Education, Training, Research and Innovations for the Delivery of Appropriate Services towards Community Transformation and Sustainable Development".

To achieve its Vision and Mission, the University invites applications from suitably qualified candidates to fill the following positions:

POSITION: **SENIOR LECTURER**
DEPARTMENT: **REPRODUCTIVE HEALTH (OBSTETRICS & GYNAECOLOGY)**,
FACULTY: **MEDICINE**
VACANCY: **ONE (01)**
SALARY SCALE: **PU5**
REPORTS TO: **THE HEAD OF DEPARTMENT**

PURPOSE OF THE JOB
To participate in the development and implementation of the University academic research and development programs.

KEY DUTIES AND RESPONSIBILITIES

i. Designs, prepares and develops instructional methods and materials.
ii. Delivers lectures and evaluates Masters and Undergraduate students' performance.
iii. Supervises Masters and Undergraduate academic research.
iv. Develops Manuals and kits for the conduct, supervision and evaluation of practical assignments to students.
v. Carries out research and publishes academic papers in his/her field of specialization.
vi. Participates in academic seminars, workshops and conferences at national and international levels.
vii. Participates in the review, development and implementation of the University curriculum.
viii. Provides technical support and support supervision to lecturers and other junior academic staff.
ix. Represents the University/Faculty at local, national and international fora.
x. Participates in the development of University academic research proposals.

KEY OUTPUTS

i. Instructional methods and materials designed, prepared and developed.
ii. Lectures delivered, Masters and Undergraduate students' performance evaluated.
iii. Masters and Undergraduate academic research supervised.
iv. Manuals and kits for the conduct, supervision and evaluation of practical assignments to students developed.
v. Research carried out and academic papers published.
vi. Academic seminars, workshops and conferences at national and international fora participated in.
vii. University curriculum reviewed, developed and implemented.
viii. Technical support and support supervision to lecturers and other junior academic staff provided.
ix. University/Faculty represented at local, national and international fora.

x. University academic research proposals developed.

ESSENTIAL SKILLS/COMPETENCIES

i. Good Communication and Interpersonal skills.
ii. Concern for quality and standards.
iii. Teamwork.
iv. Basic computer skills.
v. Time Management.
vi. Critical thinking and problem-solving abilities.

PERSON SPECIFICATIONS

The applicant must possess the following:

i. PhD in either Obstetrics/Gynaecology, Medicine, Health Science, Public Health or related field from a recognized higher education institution.

ii. Master's Degree in Obstetrics/Gynaecology (MMED-OBGY) or related field from a recognized higher education institution.

iii. Bachelor of Medicine and Bachelor of Surgery (MBChB) or MBBS or related field from a recognized higher education institution.

iv. Must have Registration and active license with the Uganda Medical and Dental Practitioners Council (UMDPC).

WORK EXPERIENCE

Minimum of five (5) years of active teaching/clinical/ research mentorship, three (3) of which should be at the level of Lecturer or its equivalent from a reputable institution.

SUPERVISION

Must have supervised at least two (02) graduate students to completion.

PUBLICATION

Should have evidence of continuous research including having published at least three (3) articles in peer reviewed journals or three (3) book chapters or one (1) book with ISBN Number from reputable publishers;

AGE LIMIT

The applicant must be fifty-five (55) years or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable)

POSITIONS OF LECTURER

GENERAL REQUIREMENTS FOR THE POSITION OF LECTURER

PURPOSE OF THE JOB

To support the implementation of the students' academic, research and innovation programmes of the University.

KEY DUTIES AND RESPONSIBILITIES

i. Prepares learning materials and delivers lectures/CBET to students.
ii. Participates in the review and development of the University curriculum.
iii. Participates in the development of manuals and kits for conducting, supervision and evaluation of practical assignments to students.
iv. Examines, assesses and marks students' assignments.
v. Undertakes research to support the development of the University academic Research agenda.
vi. Supervises students' academic research, internship programmes and community outreach activities.
vii. Participates in the organization and implementation of university academic conferences, seminars and workshops.
viii. Provides technical support and supervision to junior academic staff.
ix. Performs any other duties as may be assigned from time to time.

KEY OUTPUTS

i. Lecture materials prepared and lectures delivered to students.
ii. University curriculum developed and reviewed.
iii. Manuals and kits for conducting supervision and evaluation of practical assignments to students developed.
iv. Students' assignments examined and marked.
v. Academic research agenda undertaken.
vi. Students' academic research, internship program and community outreach activities supervised.
vii. Academic conferences, seminars and workshops for the University organized.
viii. Technical support and supervision provided to junior staff.

ix. Any other duties assigned from time to time performed.

ESSENTIAL SKILLS/COMPETENCIES

i. Good Communication and Interpersonal skills.
ii. Concern for quality and standards.
iii. Teamwork.
iv. Basic computer skills.
v. Time Management.
vi. Critical thinking and problem-solving abilities.
vii. Proficiency in e-learning Management systems.

WORK EXPERIENCE

Minimum of three (3) years of teaching/research/clinical experience in a reputable institution.

AGE LIMIT

The applicant must be fifty-five (55) years or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable)

SPECIFIC REQUIREMENTS FOR THE POSITION OF LECTURER.

POSITION: **LECTURER (RE-ADVERTISED)**
DEPARTMENT: **PAEDIATRICS & CHILD HEALTH,**
FACULTY: **MEDICINE**
VACANCY: **ONE (01)**
SALARY SCALE: **PU6.1**
REPORTS TO: **THE HEAD OF DEPARTMENT**

PERSON SPECIFICATIONS

The applicant must possess the following:

I. Master of Medicine in Paediatrics and Child Health or related field from a recognized higher education institution.
II. Bachelor of Medicine and Bachelor of Surgery (MBChB) or MBBS or related field from a recognized higher education institution.
III. Must be registered with Uganda Medical and Dental Practitioners' Council at the time of application with a valid practicing license.

IV. Enrolment on a Health-related PhD study programme and evidence of being on PhD track is an added advantage.

POSITION: **LECTURER, (RE-ADVERTISED)**
DEPARTMENT: **SURGERY,**
FACULTY: **MEDICINE**
VACANCY: **ONE (01)**
SALARY SCALE: **PU6.1**
REPORTS TO: **THE HEAD OF DEPARTMENT**

PERSON SPECIFICATIONS.

The applicant must possess:

i. Master of Medicine in Surgery or related field from a recognized higher education institution.
ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) or MBBS or related field from a recognized higher education institution.
iii. Must have evidence of registration with Uganda Medical and Dental Practitioners' Council at the time of application with a valid practicing license.
iv. Enrolment on a PhD study programme and evidence of being on PhD track in a related field is an added advantage

POSITION: **LECTURER (RE-ADVERTISED)**

DEPARTMENT: **PUBLIC HEALTH,**

FACULTY: **MEDICINE**

VACANCY: **ONE (01)**

SALARY SCALE: **PU6.1**

REPORTS TO: **THE HEAD OF DEPARTMENT**

PERSON SPECIFICATIONS

The applicant must possess the following:

i. PhD in Public Health, Biostatistics, Biostatistics and Epidemiology or a related field from a recognized higher education institution.

ii. Master's Degree in Public Health, Biostatistics, Biostatistics and Epidemiology, Data Science or a related field from a recognized higher education institution.

iii. Bachelor's Degree in Bachelor of Medicine and surgery (MBChB) or MBBS, Public Health or a related field from a recognized higher education institution.

POSITION: **LECTURER (RE-ADVERTISED)**

DEPARTMENT: **ANEASTHESIA**

FACULTY: **MEDICINE**

VACANCY: **ONE (1)**

SALARY SCALE: **PU6.1**

REPORTS TO: **THE HEAD OF DEPARTMENT**

PERSON SPECIFICATIONS

I. Master of Medicine in Aneasthesia or related field from a recognized higher education institution.

II. Bachelor of Medicine and Bachelor of Surgery (MBChB) or MBBS or related field from a recognized higher education institution.

III. Must have evidence of registration with Uganda Medical and Dental Practitioners' Council at the time of application with a valid practicing license.

IV. Enrolment on a Public Health PhD study programme and evidence of being on PhD track is an added advantage.

POSITION: **LECTURER (RE-ADVERTISED)**

DEPARTMENT: **INTERNAL MEDICINE**

FACULTY: **MEDICINE**

VACANCY: **ONE (1)**

SALARY SCALE: **PU6.1**

REPORTS TO: **THE HEAD OF DEPARTMENT**

PERSON SPECIFICATIONS

The applicant must possess the following:

i. Master of Medicine (M. Med) in Internal Medicine or related field from a recognized higher education institution.

ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) or MBBS or related field from a recognized higher education institution.

iii. Must be registered with Uganda Medical and Dental Practitioners' Council, with a valid practicing license.

iv. Enrolment on a PhD/ Fellowship study programme and evidence of being on PhD/ Fellowship track is an added advantage.

POSITION: **LECTURER**

DEPARTMENT: **ANATOMY**

FACULTY: **MEDICINE**

VACANCY: **ONE (1)**

SALARY SCALE: **PU6.1**

REPORTS TO: **THE HEAD OF DEPARTMENT**

PERSON SPECIFICATIONS

The applicant must possess the following:

i. Master's Degree in Anatomy, Histology or Histotechnology, Clinical Embryology, Surgery and Orthopedics or related field from a recognized higher education institution.

ii. Bachelor's Degree in Anatomy, Medicine and Surgery or MBBS or Doctor of Medicine or related field from a recognized higher education institution.

POSITION: **LECTURER- (SECRETARIAL AND ADMINISTRATIVE STUDIES)**

DEPARTMENT: **PUBLIC ADMINISTRATION AND MANAGEMENT**

FACULTY: **BUSINESS AND DEVELOPMENT STUDIES**

VACANCY: **ONE (01)**

SALARY SCALE: **PU6.1**

REPORTS TO: **THE HEAD OF DEPARTMENT**

PERSON SPECIFICATION

i. PhD in Public Administration, Management, Governance, Public Policy, Political Science, Administrative Sciences or related field from a recognized higher education institution.

ii. Master's degree in Secretarial and Administrative Studies, Records Management, Management Studies, Public Administration and Management or related field from a recognized higher education institution.

iii. Bachelor's Degree in Secretarial Studies, Vocational Studies, and Business Education or related field from a recognized higher education institution.

POSITION: **LECTURER (ECONOMICS)**
DEPARTMENT: **ECONOMICS & BUSINESS EDUCATION**
FACULTY: **EDUCATION AND HUMANITIES**
VACANCY: **ONE (01)**

SALARY SCALE: **PU6.1**

REPORTS TO: **HEAD OF DEPARTMENT**

PERSON SPECIFICATIONS
The applicant must possess the following:

i. A PhD in Economics or related field from a recognized higher education institution

ii. Master's degree in Economics (Development Economics, Economic Planning and Policy, Economic Planning and Management, Accounting and Finance, Quantitative Economics, Agricultural Economics) or related field from a recognized higher education institution.

iii. Bachelor's degree in Economics (Quantitative Economics, Statistics and Applied Economics, Development Economics, Economic Planning and Policy, Economic Planning and Management, Accounting and Finance, Agricultural Economics) or related field from a recognized higher education institution.

POSITION: **TEACHING ASSISTANT (RE-ADVERTISED)**
DEPARTMENT: **PAEDIATRICS & CHILD HEALTH**
FACULTY: **MEDICINE**
VACANCY: **ONE (01)**
SALARY SCALE: **PU7**
REPORTS TO: **THE HEAD OF DEPARTMENT**

PURPOSE OF THE JOB:

To assist in preparing instructional materials, conducting lectures, supervising and evaluating students' academic programmes.

KEY DUTIES AND RESPONSIBILITIES

i. Assists in preparing learning materials and delivers lectures to undergraduate students.
ii. Assists in conducting supervision, assessment and evaluation of course assignments to students.

iii. Assists in undertaking research to support the development of the University academic programmes.
iv. Participates in the review, development and implementation of the University Curriculum.
v. Assists in supervising undergraduate students in research activities.
vi. Assists in conducting practical skills training to undergraduate students.
vii. Conducts research and community outreach
viii. Performs any other duties as may be assigned from time to time by the Supervisor

KEY OUTPUTS

i. Learning materials and lectures delivered to undergraduate students.
ii. Supervision, assessment and evaluation of course assignments to students conducted.
iii. Research and development of the University academic programmes undertaken.
iv. Development, implementation and review of the University Curriculum supported.
v. Undergraduate students' research activities supervised.
vi. Practical skills training to undergraduate students conducted.
vii. Research and community outreach conducted.
viii. Any other duties assigned from time to time performed.

Person's specification
The applicant must have the following:

i. Bachelor of Medicine and Bachelor of Surgery degree (MBChB) or MBBS or related field from a recognized higher education institution.

ii. Registration with the Uganda Medical and Dental Practitioners Council; with a valid practising license.

AGE LIMIT

The applicant must be thirty-five (35) years or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on contract for two years, renewable once, a period within which the staff is required to acquire a Master's Degree to be eligible for

NON-ACADEMIC POSITIONS

POSITION: **DEPUTY CHIEF - PLANNING AND DEVELOPMENT (RE-ADVERTISED)**
VACANCY: **ONE (01)**
SALARY SCALE: **PU4**
REPORTS TO: **CHIEF - PLANNING AND DEVELOPMENT**

JOB PURPOSE

To support the department in the strategic leadership functions for the University's planning, development, monitoring and evaluation mandate.

KEY DUTIES AND RESPONSIBILITIES

i. Offers professional and technical guidance to the conceptualization, development, review, and implementation of the University Strategy.
ii. Coordinates preparation of bankable projects through the official project management framework.
iii. Supports the University's participation in national and international platforms related to policy and development.
iv. Provides technical input/guidance for formulating/drafting, implementing and updating University Policies and regulatory guidelines.
v. Supervises staff performance.
vi. Coordinates preparation of work plans, budgets, and performance reporting.
vii. Spearheads the development, review, and implementation of a robust monitoring and evaluation framework to track performance.
viii. Coordinates and conducts research relevant to the University's growth.
ix. Performs any other duties assigned by the supervisor.

OUTPUTS

i. Conceptualization, development, review, and implementation of the University Strategy guided.
ii. Preparation of bankable projects through the official project management framework coordinated.
iii. Participation in national and international platforms related to policy and development supported.
iv. Technical input for drafting, updating, and implementing University Policies and regulatory guidelines provided.

v. Staff performance supervised.
vi. Preparation of work plans, budgets, and performance reporting coordinated.
vii. Development, review, and implementation of a robust monitoring and evaluation framework to track performance spearheaded.
viii. University research growth coordinated and conducted.
ix. Any other duties assigned performed.

PERSON SPECIFICATIONS:

The applicant must possess the following:

i. Master's degree in any of the following: Education Policy Planning and Management or Economics or Statistics or Economic Policy and Planning or Economic Policy Management or Master in Management Studies (Public Administration and Management) or Master of Arts Social Science (Economics) from a recognized institution of higher learning.

ii. An honours Bachelor's Degree in any of the following: Statistics and Applied Economics or Quantitative Economics or Statistics or Economics, Social Science (Economics)from a recognized institution of higher learning.

iii. Postgraduate qualifications in Business Management or Strategic Investment and Management or Monitoring and Evaluation or Project Planning and Management from a reputable University will be added advantage.

WORK EXPERIENCE

A minimum of six (06) years in a relevant field, three (03) of which should be at Principal level or equivalent in a reputable Institution.

AGE LIMIT

The applicant should be aged fifty-five (55) years or below at the time of application.

TENURE OF APPOINTMENT

The appointment is on permanent terms upon successful completion of a probationary period of six months (Where applicable).

POSITION: PRINCIPAL INTERNAL AUDITOR
REPORTS TO: DEPUTY CHIEF INTERNAL AUDITOR

SALARY SCALE: **PU5**
RESPONSIBLE FOR: **SENIOR INTERNAL AUDITOR**

JOB PURPOSE

To provide professional and technical support to the Chief Internal Auditor in planning and executing internal audits and providing independent, objective assurance and advisory services that strengthen governance, risk management and internal control processes across the University.

KEY DUTIES AND RESPONSIBILITIES

i. Develops audit plans and frameworks for conducting audit assignments across various technical areas.
ii. Prepares audit programs for audit assignments
iii. Coordinates planning and audit assignments
iv. Evaluates changes and modifications to systems or internal controls
v. Leads teams in holding entry and exit meetings for various assignments
vi. Reviews risks and control framework
vii. Reviews and issues audit reports for assignments conducted
viii. Assists in preparing annual work plans and financial budgets for the Office of the Internal Audit and in their implementation.
ix. Performs any other duties assigned from time to time.

KEY OUTPUTS

i. Audit plans and frameworks for conducting audit assignments across various technical areas developed.
ii. Audit programs for audit assignments prepared.
iii. Planning and audit assignments coordinated
iv. Changes and modifications to systems or internal controls evaluated.
v. Teams led in holding entry and exit meetings for various assignments
vi. Risks and control framework reviewed.

vii. Audit reports for assignments conducted reviewed and issued.
viii. Assistance provided in preparing annual work plans and financial budgets.
ix. Any other duties assigned from time to time performed.

PERSON SPECIFICATIONS

The applicant must possess the following:

i. A Master of Business Administration with Accounting or Master of Science in Accounting and Finance or related field from a recognized higher education institution.
ii. An Honors Bachelor's Degree in Auditing, Accounting, Finance, Commerce, Business Administration (Accounting), Business Studies or related field from a recognized higher education institution.
iii. Full qualification in CIA, CPA, or ACCA from a higher education institution is an added advantage.

ESSENTIAL SKILLS AND COMPETENCIES

i. Computer literacy with a strong working knowledge of financial systems, spreadsheets, audit management tools, and electronic records is desirable
ii. Risk-based auditing
iii. Internal Controls
iv. Analytical capabilities
v. Ability to work in a team
vi. Concern for Quality
vii. Report Writing Skills.

WORK EXPERIENCE

A minimum of six (6) years of work experience in a financial management position, three (3) of which should be at the level of Senior Internal Auditor or equivalent, in a public or reputable organization.

AGE LIMIT

The applicant must be fifty-five (55) years old or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of 6 (six) months (where applicable).

POSITION: **INTERNAL AUDITOR**

SALARY SCALE: **PU6.2**

REPORTS TO: **SENIOR INTERNAL AUDITOR**

PURPOSE OF THE JOB

To provide support to the Chief Internal Auditor in planning and executing audit assignments.

KEY DUTIES AND RESPONSIBILITIES

i. Develops audit programs for audit assignments

ii. Attends entry and exit meetings for various assignments

iii. Gathers and develops working papers

iv. Conducts audit exercises

v. Files all audit working papers

vi. Compiles Audit Reports

vii. Follows up on the status of outstanding internal audit issues

viii. Carries out periodic examinations of records and transactions.

ix. Assesses the entity's adherence to procurement, financial regulations and other internal policies, processes and procedures.

x. Witnesses the receipt of goods and supplies delivered to the University.

xi. Reviews and tracks the implementation of internal and external audit recommendations.

xii. Assists in carrying out investigations as and when required.

xiii. Performs any other duties assigned to you from time to time.

KEY OUTPUTS

i. Audit programs for audit assignments developed.

ii. Entry and exit meetings for various assignments attended.

iii. Working papers gathered and developed.

iv. Audit exercises conducted.

v. All audit working papers filed.

vi. Audit reports compiled.

vii. Status of outstanding internal audit issues followed up.

viii. Periodic examinations of records and transactions carried out.

ix. Entity's adherence to procurement, financial regulations and other internal policies, processes and procedures assessed.

x. Receipt of goods and supplies delivered to the University witnessed.

xi. Implementation of internal and external audit recommendations reviewed and tracked.

xii. Investigations carried out as and when required.

xiii. Any other duties assigned from time to time performed.

PERSON SPECIFICATIONS

The applicant must possess the following:

i. Honors Bachelor's Degree in Business Administration (Accounting), Commerce, or Accounting and Finance or related field from a recognized higher education institution.
ii. Full qualification in CIA, ACCA, or CPA from a recognized higher education institution is an added advantage.

ESSENTIAL SKILLS AND COMPETENCIES

i. Ability to work in a team
ii. Interpersonal skills
iii. Communication skills
iv. Analytical and reporting skills
v. Attention to detail
vi. Computer literacy skills.

WORK EXPERIENCE

A minimum of three (03) years of work experience as Assistant Auditor or Assistant Accountant or its equivalent in a reputable organization.

AGE LIMIT

The applicant must be forty-five (45) years old or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable).

JOB TITLE: **PRINCIPAL ESTATES OFFICER**

SALARY SCALE: **PU5**

DEPARTMENT: **ESTATES AND WORKS**

RESPONSIBLE TO: **UNIVERSITY SECRETARY**

RESPONSIBLE FOR: **SENIOR ESTATES OFFICERS**

PURPOSE OF THE JOB

To manage University estates, transport and logistics and related procurements and contract works.

DUTIES AND RESPONSIBILITIES

i. Oversees the development of policies, standards, strategies, plans and budgets for the operation of the University estates and works function.

ii. Develops technical specifications and performance standards to facilitate procurement of furniture, parts, machinery and equipment as well as construction, rehabilitation, repair and maintenance of buildings and motor vehicles.

iii. Oversees the management of the University vehicle fleet.

iv. Prepares or reviews bills of quantities, design or other specifications or costing for goods and services that are supplied internally or outsourced.

v. Manages the implementation of technical projects including construction, rehabilitation, repair and maintenance of physical infrastructure and facilities in order to ensure conformity to policies, procedures, standards and contractual obligations.

vi. Manages the implementation of planned preventive maintenance programs and schedules.

vii. Supports the development and implementation of key operational and building management procedures and standards to ensure that they are effective, represent best practice and are properly adhered to across the University.

viii. Oversees the deployment of staff and maintenance of the University grounds, gardens, roadways and paths.

ix. Develops and regularly reviews cost effective construction and maintenance measures using internal resources or external contractors where appropriate.

x. Provides technical guidance on the selection of external engineering contractors and contract terms during the process of procurement.

xi. Advises on safety, emergency and security measures for all works and fleet management including provision of equipment or accessories like fire and intruder alarms, emergency lighting, road sign posts and fire extinguishers.

xii. Assists in commissioning of completed projects

xiii. Oversees maintenance of works.

KEY OUTPUTS

i. Estates and Works policies, standards, strategies, plans and budgets developed.

ii. Technical works and equipment specifications and performance standards to facilitate procurement developed.

iii. University vehicle fleet managed.

iv. Bills of quantities, design or other specifications or costing for procurement of goods and services prepared.

v. Implementation of technical projects managed.

vi. Implementation of planned preventive maintenance programs and schedules managed.

vii. Development and implementation key operational and building management procedures and standards managed.

viii. Deployment of staff and maintenance of the University grounds, gardens, roadways and paths managed.

ix. Cost effective construction and maintenance measures developed or regularly reviewed.

x. Technical guidance for selection of external engineering contractors and development of appropriate contract terms provided.

xi. Safety, emergency and security measures for all works and fleet management advised.

xii. Completed projects commissioned.

xiii. Maintenance of works overseen.

ESSENTIAL SKILLS AND COMPETENCE

i. Strong leadership
ii. Good Interpersonal skills
iii. Good communication skills
iv. Ability to manage simultaneous projects
v. Co-ordinates a safe and efficient operating environment
vi. Knowledge of project management, strategic planning and budgeting.
vii. Computer literate, capable of using word processing, spreadsheet and data-base - computer software packages

PERSON SPECIFICATIONS

The applicant must possess the following:

i. Master's degree in Facilities Management, Construction Management, Civil Engineering, Mechanical Engineering, Architecture Engineering or related field from a recognized higher education institution.
ii. An Honors Bachelor's degree in Mechanical Engineering, Civil Engineering, Architecture or related field from a recognized higher education institution.
iii. Must be Registered with Engineers Registration Board (ERB)
iv. Must be a member of Engineering Professional Bodies

WORK EXPERIENCE

Should have at least six (06) years' experience and three (03) of which should be at the level of Senior Estates Officer or its equivalent in construction and maintenance of physical infrastructure.

AGE LIMIT

The applicant must be forty-five (45) years old or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable)

POSITION:	**SENIOR PROCUREMENT OFFICER**
SALARY SCALE:	**PU6.1**
REPORTS TO:	**PRINCIPAL PROCUREMENT OFFICER**
RESPONSIBLE FOR:	**PROCUREMENT OFFICER**

JOB PURPOSE

To implement procurement and/or disposal decisions in accordance with appropriate laws, policies and guidelines.

KEY DUTIES AND RESPONSIBILITIES

1. Prepares contracts for review and signing off.

i. Prepares bidding documents and manages the bidding process in compliance with PPDA procedures.
ii. Prepares adverts for approval by the Procurement and Disposal Unit before it is advertised.
iii. Coordinates the preparation of monthly procurement reports and submission to PPDA.
iv. Receives bid documents and prepares for evaluation by the evaluation committee.
v. Maintains records of all procurement activities.
vi. Participates in formulating plans and strategies for procurement
vii. Provides support in the process of prequalification of new service providers
viii. Performs any other duties as may be assigned from time to time.

KEY OUTPUTS

i. Contracts drafted for review and signing off.
ii. Bidding documents prepared and the bidding processes managed in compliance with PPDA procedures.
iii. Adverts prepared for approval.
iv. Monthly procurement reports for submission to PPDA prepared.
v. Bid documents received and prepared for evaluation by the evaluation committee
vi. Accurate maintenance and safe storage of records for all procurement activities ensured.
vii. Plans and strategies for procurement formulated.
viii. Support provided in the process of prequalification of new service providers
ix. Any other duties as may be assigned from time to time performed.

PERSON SPECIFICATIONS
The applicant must possess the following;

i. Master's degree in Procurement and Logistics Management or Business Administration with specialization in Procurement or a related field from a recognized higher education institution.
ii. An Honours degree in Procurement and Logistics Management or Business Administration with specialization in Procurement or a related field from a recognized higher education institution.

ESSENTIAL SKILLS AND COMPETENCIES

i. Computer literacy and proficiency
ii. Ethics and Integrity
iii. Interpersonal and Communication
iv. Ability to work in a team
v. Innovation
vi. Concern for Quality

WORK EXPERIENCE

A minimum of six (6) years of work experience in a procurement position, three (3) of which should be at the level of a Procurement Officer or its equivalent, in a public or reputable organization

AGE LIMIT
The applicant must be forty-five (45) years old or below at the time of application.

TENURE OF APPOINTMENT
The appointment shall be on permanent terms upon successful completion of a probationary period of 6 (six) months (where applicable).

POSITION:	**ACCOUNTANT- EXPENDITURE AND PAYABLES**
NUMBER OF POSITIONS:	**ONE (01)**
SALARY SCALE:	**PU6.2**
REPORTS TO:	**SENIOR ACCOUNTANT- EXPENDITURE & PAYABLES**
RESPONSIBLE FOR:	**ASSISTANT ACCOUNTANT- EXPENDITURE & PAYABLES**

PURPOSE OF THE JOB

To provide technical support to the Senior Accountant in the management of the financial transactions in the University including expenditure and salary accounts and accountability in accordance with the National and University Council financial management rules and regulations.

KEY DUTIES AND RESPONSIBILITIES

i. Keeps and maintains an updated register of all bank accounts operated by the University.
ii. Supervises the capture of all accounting information in the relevant books of accounts, data bank and back-up to protect it from loss or destruction.
iii. Participate in financial planning, budget preparation, monitoring and control.
iv. Participates in the review and updating of the financial accounting system, records keeping and internal controls for the University.
v. Verifies, certifies, and endorses financial transactions and expenditure for the University.
vi. Prepares and submits periodic financial reports to the Senior Accountant.
vii. Manages and oversees day-to-day accounting operations, including accounts payable, accounts receivable, and general ledger.
viii. Performs any other duties that may be assigned from time to time.

KEY OUTPUTS

i. Register of all bank accounts operated by the University updated and maintained.
ii. All accounting information captured in the relevant books of accounts, data bank and backed-up.
iii. Financial planning, budget preparation, monitoring and control carried out.
iv. Financial accounting system, record keeping and internal controls for the University reviewed and updated.
v. Financial transactions and expenditure for the University verified, certified and endorsed.
vi. Periodic financial reports prepared and submitted
vii. Day-to-day accounting operations, including accounts payable, accounts receivable, and general ledger managed and overseen.
viii. Any other duties assigned from time to time performed.

PERSON SPECIFICATIONS

The applicant must possess the following:

I) An Honors Bachelor's Degree in Business Administration, Commerce, or Accounting and Finance or a related field from a recognized higher education institution.

II) Full qualification in ACCA or CPA or a related field from a recognized higher education institution is an added advantage.

ESSENTIAL SKILLS AND COMPETENCIES

i. Public Sector Financial Management.
ii. Results Orientation,
iii. Ethics and Integrity,
iv. Communication and Computer Skills,
v. Concern for Quality.
vi. Report Writing Skills.

WORK EXPERIENCE

A minimum of three (03) years of work experience as Assistant Auditor or Assistant Accountant or its equivalent in a reputable organization.

AGE LIMIT

The applicant must be forty-five (45) years old or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable).

POSITION: **SENIOR ASSISTANT SECRETARY**

VACANCY: **ONE (01)**

SALARY SCALE: **PU6.1**

REPORT TO: **UNIVERSITY SECRETARY**

PURPOSE OF THE JOB:

To manage the calendar and general administration of the Office of the University Secretary.

KEY DUTIES AND RESPONSIBILITIES

i. University Secretary.
ii. Manages records of important contacts to the Office of the University Secretary.
iii. Prepares administrative and other correspondences for the University Secretary as instructed.

iv. Undertakes official administrative assignments as instructed by the University Secretary.

v. Participates in the organization of university ceremonies and events involving the University Secretary.

vi. Organises both local and international itineraries for the office including confirming travel, freight and hotel reservations.

vii. Compiles relevant data or information for the University Secretary as instructed.

viii. Prepares speeches or briefs for the University Secretary.

ix. Oversees the security of persons and documents of the Office

x. Provides regular briefs to the University Secretary on the functioning of the Office.

KEY OUTPUTS

i. Appointments, meetings and other events scheduled, organized and managed.

ii. Records of important contacts to the Office managed'

iii. Administrative and other correspondences prepared.

iv. Official administrative assignments by the University Secretary undertaken

v. University ceremonies and events involving the University Secretary supported.

vi. Travel arrangements for the University Secretary managed.

vii. Data or information required by the University Secretary compiled.

viii. Speeches or briefs for the University Secretary prepared.

ix. Security of the office managed.

x. Regular brief to the University Secretary on the functioning of the Office tendered

ESSENTIAL SKILLS AND COMPETENCIES

i. Ability to communicate effectively

ii. Interpersonal skill

iii.Teamwork

iv.Negotiation skill

v. Reporting writing skill

PERSON SPECIFICATIONS

The applicant must possess the following

i. Master's Degree in any of the following disciplines: Public Administration and Management, Development Studies, Arts, Management, Law, Business Administration (Management Option) or Business Studies (Management Option) or Management Science or a related field from a recognized higher education institution.

ii. Honours Bachelor 's Degree in any of the following disciplines: Public Administration, Social Sciences, Development Studies, Social work and Social Administration or Business Studies (Management Option) or Management Science, Law or a related field from a recognized higher education institution.

iii. Certificate in Administrative Law (candidates with Bachelor of Laws, need not to have a Certificate in Administrative Law).

WORK EXPERIENCE

Work experience of six (06) years, three (03) of which should be at the level of an Assistant Secretary or its equivalent in a reputable Institution.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable).

POSITION: **ASSISTANT SECRETARY**

VACANCY: **ONE (01)**

SALARY SCALE: **PU6.2**

REPORT TO: **HEAD OF DEPARTMENT**

PURPOSE OF THE JOB:

To assist in managing the administrative functions in the office.

KEY DUTIES AND RESPONSIBILITIES

i. Assists in editing and finalization of correspondence and memoranda of understanding for the office.

ii. Organises and manages conferences and meetings convened by the Office.

iii. Requests and accounts for funds and other consumables for the Office of the Vice Chancellor

iv. Liaises with the Communication Officer to prepare media and press briefings.

v. Updates and follows up on delegated tasks to ensure progress and adherence to deadlines.

vi. Performs any other duties assigned from time to time.

KEY OUTPUT

i. Correspondences and memoranda of understanding for the office edited and finalised.

ii. Conferences and meetings convened by the Office Organised and managed.

iii. Funds and other consumables for the Office requested and accounted for.

iv. Media and press briefings prepared in liaison with the Communication Officer.

v. Progress and adherence to deadlines for the delegated tasks followed and updated.

vi. Any other assigned duties performed.

ESSENTIAL SKILLS AND COMPETENCIES

i. Ability to communicate effectively.
ii. Interpersonal skills
iii. Teamwork
iv. Negotiation skill
v. Organizational skill
vi. Report writing skill

PERSON SPECIFICATIONS

Must Possess an honours Bachelor 's Degree in any of the following disciplines: Public Administration, Social Sciences, Development Studies, Social Work and Social Administration, Business Studies (Management), Business Administration (Management), Law, Management Science or a related field from a recognized higher education institution.

WORK EXPERIENCE

Minimum of three (03) years' experience in administration in a reputable institution.

AGE LIMIT

The applicant must be forty-five (45) years or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six months (Where applicable).

POSITION: MEDICAL RADIOGRAPHER,

DEPARTMENT: UNIVERSITY HEALTH SERVICES

VACANCY: ONE (01)
SALARY SCALE: PU11

REPORTS TO: MEDICAL OFFICER

PURPOSE OF THE JOB:

To provide elementary medical imaging and radiotherapy services.

KEY DUTIES AND RESPONSIBILITIES

i. Prepares patients for medical imaging and radiotherapy services.
ii. Provides elementary medical imaging and radiotherapy services.
iii. Safeguards clients against ionizing radiation and radioactive materials.
iv. Refers patients needing specialised imaging services.
v. Produces accountability for financial and other resources.
vi. Prepares and submits periodic reports.
vii. Performs any other duties assigned from time to time.

KEY OUTPUTS

i. Patients prepared for medical imaging and radiotherapy services.
ii. Elementary medical imaging and radiotherapy services provided.
iii. Clients safeguarded against ionizing radiation and radioactive materials.
iv. Patients needing specialised imaging services referred.
v. Accountability for financial and other resources produced.
vi. Periodic reports prepared and submitted timely.
vii. Any other duties assigned from time to time performed.

PERSONS SPECIFICATION
The applicant must possess the following:

i. Diploma in Medical Radiography or Medical Imaging or a related from a recognized higher education institution.
ii. A valid practicing licence as a Radiographer from Allied Health Professional Council of Uganda.

ESSENTIAL SKILLS/COMPETENCIES

i. Results-oriented.
ii. Concern for quality.
iii. Planning and organising.
iv. Computer skills.
v. Teamwork.

EXPERIENCE:

i. Work experience of three (03) years as a Radiographer in a hospital or clinical setting.

ii. Experience in operating various types of imaging equipment (X-ray, MRI, CT etc.) is an added advantage.

AGE LIMIT

The applicant must be thirty-five (35) years or below at the time of application.

TENURE OF APPOINTMENT:

This appointment shall be permanent upon successful completion of probation of six (6) months.

POSITION: **TECHNICIAN**

VACANCY: **ONE (01)**

SALARY SCALE: **PU7**

DEPARTMENT: **AGRONOMY**

FACULTY: **AGRICULTURE AND ENVIRONMENT**

REPORTS TO: **HEAD OF DEPARTMENT**

RESPONSIBLE FOR: **LABORATORY ATTENDANT**

JOB PURPOSE

To provide technical support for teaching, research and practical training in laboratory and field activities involving plant pathogens, agricultural pests and field demonstrations.

DUTIES AND RESPONSIBILITIES

i. Prepares and supports laboratory practical for teaching, research and training in crop protection and related agricultural disciplines.
ii. Collects, isolates, cultures, preserves and assists in the identification of plant pathogens and pests.
iii. Supports the diagnosis of crop diseases and pests using appropriate basic laboratory and field techniques.
iv. Establishes, maintains and monitors field demonstrations on crop diseases, pests and their management.
v. Provides technical support to academic staff and students during laboratory practicals, field demonstrations, experiments, research and other related activities.
vi. Maintains laboratory facilities, equipment, materials and supplies.
vii. Observes appropriate laboratory safety and biosafety procedures.
viii. Maintains accurate records and prepares technical reports on laboratory, field demonstration and research activities

KEY OUTPUTS

i. Laboratory practical for teaching, research and training in crop protection and related agricultural disciplines prepared and supported.
ii. Plant pathogens and pests collected, isolated, cultured, preserved and identified.
iii. Diagnosis of crop diseases and pests using appropriate basic laboratory and field techniques supported.
iv. Field demonstrations on crop diseases, pests and their management established, maintained and monitored.
v. Technical support provided to academic staff and students during laboratory practical, field demonstrations, experiments, research and other related activities.
vi. Laboratory facilities, equipment, materials and supplies maintained.
vii. Appropriate laboratory safety and biosafety procedures observed.
viii. Accurate records and technical reports on laboratory, field demonstration and research activities prepared and maintained.

ESSTENTIAL AND COMPETENCE SKILLS

i. Plant pathogen and agricultural pest identification and handling.
ii. Laboratory techniques and equipment, including preparation of culture media and reagents, microscopy, specimen preparation, and routine operation and maintenance of laboratory equipment.
iii. Field experimentation and demonstration management, including establishment, monitoring and assessment of crop disease and pest demonstration plots.
iv. Laboratory safety and biosafety, including safe handling, storage and disposal of biological materials and laboratory chemicals.
v. Data management and technical reporting, including accurate recording of laboratory and field observations, inventory management and preparation of technical reports.

PERSON SPECIFICATIONS

The applicant must possess the following;

i. An honors Bachelor's Degree in Science and Technology (Biological Sciences) or Bachelor of Science in Agriculture or a related field from a recognized higher education institution.
ii. Working in an agricultural, biological, higher learning Institution or plant pathology laboratory is an added advantage.

AGE LIMIT

The applicant must be thirty-five (35) years old or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable).

POSITION: **TECHNICIAN**

VACANCY: **ONE (01)**

SALARY SCALE: **PU7**

DEPARTMENT: **CHEMISTRY**

FACULTY: **SCIENCE**

REPORTS TO: **HEAD OF DEPARTMENT**

RESPONSIBLE FOR: **SENIOR ASSISTANT TECHNICIAN**

JOB PURPOSE

To provide technical support for chemistry teaching and research by preparing practical sessions, maintaining laboratory facilities and equipment, conducting routine analyses, and ensuring compliance with laboratory safety and quality standards.

DUTIES AND RESPONSIBILITIES

i. Prepares reagents, apparatus, equipment and conducts experiments for practical sessions, examinations and research activities.
ii. Guides laboratory users in the safe handling and appropriate use of chemicals, equipment and instruments.
iii. Conducts routine laboratory analyses and prepares accurate technical reports.
iv. Operates, calibrates and maintains laboratory instruments and provides prompt report on equipment status.
v. Manages laboratory chemicals, consumables, inventories and stock records.
vi. Implements laboratory safety, quality-assurance and waste-management procedures.
vii. Supervises Laboratory Assistants and Laboratory Attendants and provides prompt performance report.

KEY OUTPUTS

i. Reagents, apparatus, equipment for practical sessions, examinations and research activities prepared and conducted.
ii. Laboratory users guided in the safe handling and appropriate use of chemicals, equipment and instruments.
iii. Routine laboratory analyses conducted and technical reports accurately prepared.
iv. Laboratory instruments operated, calibrated and maintained and report on equipment status promptly provided.
v. Laboratory chemicals, consumables, inventories and stock records managed.
vi. Laboratory safety, quality-assurance and waste-management procedures implemented.
vii. Laboratory Assistants and Laboratory Attendants supervised and performance report promptly provided.

ESSENTIAL SKILLS AND COMPETENCIES

i. Knowledge in reagent preparation, chemical analysis, equipment operation and routine instrument maintenance.
ii. Computer literacy
iii. Supervisory skill
iv. Good communication skill,
v. Organizational skill
vi. Record Management skills.
vii. Should possess integrity, reliability
viii. Attention to detail and a strong commitment to laboratory safety

PERSON SPECIFICATIONS

The applicant must possess the following:

i. An honors Bachelor's degree in Laboratory Technology (Chemistry), Science Laboratory Technology (Chemistry), Applied Chemistry or a relevant Chemistry laboratory or a related field from a recognized higher education institution.

WORK EXPERIENCE

Work experience in a teaching, research, industrial, analytical or quality-control laboratory is an added advantage.

AGE LIMIT

The applicant must be thirty-five (35) years old or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable).

POSITION: LABORATORY ASSISTANT

VACANCY: ONE (01)

SALARY SCALE: PU13

DEPARTMENT: CHEMISTRY

FACULTY: SCIENCE

REPORTS TO: HEAD OF DEPARTMENT

RESPONSIBLE FOR: LABORATORY ATTENDANT

JOB PURPOSE

To assist in preparing and maintaining chemistry laboratories for practical teaching, examinations and research activities.

DUTIES AND RESPONSIBILITIES

i. Assists in preparing reagents, apparatus and equipment for practical sessions and examinations.
ii. Arranges, issues, receives and safely stores chemicals, glassware and laboratory equipment.
iii. Assists students and staff in accessing and correct usage of laboratory facilities.
iv. Conducts routine laboratory tests and compiles reports under appropriate supervision.
v. Cleans and maintains glassware, laboratory equipment and work areas.
vi. Maintains stock, equipment, breakages and materials records used.
vii. Supports laboratory safety, quality-assurance and waste-management procedures.
viii. Reports promptly spillages, equipment faults, breakages and stock shortages.
ix. Supervises Laboratory Attendant.

KEY OUTPUTS

i. Reagents, apparatus and equipment for practical sessions and examinations prepared.
ii. Chemicals, glassware and Laboratory equipment properly arranged and safely stored.
iii. Students and staff assisted in accessing and correct usage of laboratory facilities.
iv. Routine laboratory tests conducted and reports compiled.
v. Glassware, laboratory equipment and work areas cleaned and maintained.
vi. Stock, equipment, breakage and material-usage records maintained.
vii. Laboratory safety, quality-assurance and waste-management procedures supported.
viii. Spillages, equipment faults, breakages and stock shortages promptly reported.
ix. Laboratory Attendant supervised.

ESSENTIAL SKILLS AND COMPETENCIES

i. Basic competence in reagent preparation, laboratory testing and equipment handling.
ii. Computer literacy
iii. Communication and interpersonal skills.
iv. Organizational skills
v. Should possess a high level of integrity, reliability, attention to detail and commitment to laboratory safety.

PERSON SPECIFICATIONS

The applicant must possess a Certificate in Science Laboratory Technology (Chemistry/Biology) or a related field from a recognized higher education institution.

AGE LIMIT

The applicant must be thirty (30) years old or below at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable).

POSITION: **LABORATORY ASSISTANT**
DEPARTMENT: **UNIVERSITY HEALTH SERVICES**
VACANCY: **ONE (01)**
SALARY SCALE: **PU13**
REPORTS TO: **MEDICAL OFFICER**

JOB PURPOSE

To produce periodic analysed laboratory reports and maintain the safety of the stocks in the laboratory.

DUTIES AND RESPONSIBILITIES

i. Carries out laboratory analysis and submitting reports to the requesting officer;
ii. Prepares laboratory reagents and stains for routine investigations;
iii. Disposes hazardous laboratory substances and waste;
iv. Looks after and services laboratory equipment regularly;
v. Requisitions for necessary supplies for laboratory work and keeps record of stock;
vi. Compiles periodic laboratory reports and submits them to the immediate supervisor.
vii. Performs any other duties as may be assigned from time to time.

KEY OUTPUTS

i. Laboratory analysis carried out and reports submitted to the requesting officer;
ii. Laboratory reagents for routine investigations prepared;
iii. Hazardous laboratory substances and waste disposed;
iv. Laboratory equipment looked after and serviced;
v. Supplies for laboratory work requisitioned and record of stock kept; and
vi. Periodic laboratory reports compiled and submitted to the immediate supervisor.
vii. Any other duties as may be assigned from time to time performed.

ESSENTIAL SKILLS/ COMPETENCES

i. Records and information management;
ii. Concern for quality and standards;
iii. Ethics and Integrity; and
iv. Time management.

PERSON SPECIFICATIONS

The applicant must possess the following;

i. A Certificate in Medical Laboratory Techniques from a recognized Institution.
ii. Registration by the Allied Health Professionals Council.

TENURE OF APPOINTMENT

The appointment shall be on permanent terms upon successful completion of a probationary period of six (06) months (where applicable)

MODE OF APPLICATION

Suitably qualified and interested persons should submit six (6) hard copies of the application consisting of the following:

1. Letter expressing interest in the job;
2. Recent passport-size photographs attached to each copy of the application;
3. A detailed and up-to-date Curriculum Vitae signed and dated by the applicant;
4. Certified copies of academic transcripts and certificates.
5. Copies of relevant appointment letter(s) (where applicable).

6. Copies of National Identity Card and any other relevant identification document;
7. Reference letters from three (3) referees who should be advised to send their reference letters under confidential cover, in hard copy.
8. Sealed applications with the position applied for indicated on the top right corner of the envelope and reference letters should reach the address below not later than **5:00 pm on 13th October,2026.**

The University Secretary
Gulu University
P.O Box 166, Gulu

Please Note:

I. Incomplete applications and/or applications received after the closing date and time will not be considered.

II. Applicants who do not have National Identity Cards, or whose names and dates of birth on the National Identity Cards are inconsistent with the names and dates of birth on the other required documents, will not be shortlisted.

III. Only shortlisted candidates will be contacted.