

# GULU UNIVERSITY

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## OFFICE OF THE UNIVERSITY SECRETARY

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### ADVERTISEMENT OF VACANT POSITIONS

Gulu University is a Public University established by Statutory Instrument No. 16 of 2003. The University was set to serve as a launch pad for equitable development in Uganda providing knowledge and skills and stimulating innovations in education, technology, economic advancement and social development. The University is located in Gulu Municipality with campuses in Kitgum and Hoima Districts.

The Vision of the University is to be a leading academic institution for the promotion of rural transformation and industrialization for sustainable development. The Mission of the University is to expand access to higher education, provide quality professional training for delivery of appropriate social services and conduct research geared towards rural transformation and conservation of biodiversity.

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

### ADMINISTRATIVE POSITIONS

#### I. DEPARTMENT OF THE ACADEMIC REGISTRAR

**POSITION: ACADEMIC REGISTRAR**

**Salary Scale: M3**

**Number of Vacancies: 1(one)**

**Reports to: Vice Chancellor through Deputy Vice Chancellor (Academic Affairs)**

#### **Job Summary:**

The Academic Registrar will support the Deputy Vice Chancellor (Academic Affairs) in the administration and organization of all academic matters including Administration of Undergraduate studies, Postgraduate studies, Examinations, Research and Publications.

## **Key Duties and Responsibilities:**

- i. Offers leadership and overall management of the Academic Registrar's Department;
- ii. Oversees all academic matters, admissions, registration of undergraduate and graduate students;
- iii. Manages the maintenance and development of the student records system. This involves overseeing the implementation and development of technical and operational systems for managing student enrolment, matriculation, registration, assessment, progress and graduation;
- iv. Ensures provision of relevant, accurate and detailed student data, to support a wide variety of academic and administrative processes, including monitoring procedures, internal and external reporting requirements;
- v. Responsible for coordination and management of all University examination processes, research, graduate studies, regulations, syllabi and staff development;
- vi. Serves as the secretary to the Senate and its committees; ensure that academic ceremonies such as graduation are successfully organized;
- vii. Responsible for the financial management of the Academic Registrar's department;
- viii. Responsible for the timely handling of election of Deans/Directors/Heads of academic departments;
- ix. Responsible for collaborative linkages with institutions and organizations whose mandate relates to university education;
- x. Serves as the secretary to the University Convocation (Association of Staff and the University Alumni);
- xi. Performs any other related duties that may be assigned by the Vice Chancellor and/or Deputy Vice-Chancellor as and when deemed necessary.

## **Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. An Honours Bachelor's Degree from a recognised Institution;
- ii. A Master's Degree or an equivalent professional qualification from a recognised University/Institution;
- iii. A Master's Degree in Educational Management/Administration from a recognised Institution is an added advantage;
- iv. A PhD or a Post doctorate in a related field is also an added advantage.

## **Essential Skills/Competencies:**

- i. The applicant must be industrious and self-driven;

- ii. Must be ready to work under pressure for long hours;
- iii. Must have high degree of integrity;
- iv. Must be computer literate.

**Experience:**

At least ten (10) years' working experience, five (5) of which must be at a senior level from a reputable organisation;

**Age limit:**

The applicant must be in the age range of 45-55 years at the time of application.

**Tenure of Appointment:**

The appointment shall be on contractual terms for a period of five (5) years, renewable based on satisfactory performance.

**II. DIRECTORATE OF PLANNING AND DEVELOPMENT**

**POSITION: PLANNING OFFICER**

**Salary Scale: M6**

**Number of Vacancies: 1 (one)**

**Reports to: Director of Planning and Development**

**Purpose of the Job**

To provide professional support and coordinate research, development, monitoring and evaluation of the University policies, plans and budgets in line with the University Strategic Plan and the National Development Plan.

**Key Duties and Responsibilities:**

- a) Coordinates and analyses strategic plan options to guide the University in determining investment priorities and resources allocation.

- b) Coordinates and supports development and implementation of the University physical infrastructure development plans and projects.
- c) Provides technical support to the University faculties and departments in planning activities, budgets preparations and the overall budget framework of the University.
- d) Initiates, formulates and manages recurrent and development budget policies for the University.
- e) Establishes, develops, reviews and maintains an appropriate system suitable for data collection, monitoring and evaluation of the University's physical and academic development programmes and projects.
- f) Liaises with the Directorate of Human Resources in carrying out manpower planning and development for the University.
- g) Liaises with academic and technical departments in determining priority interventions necessary for the academic and physical development of the University.
- h) Carry out any other duties as may be assigned from time to time.

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- a) An Honours Bachelor's Degree in Statistics, Economics or Quantitative Economics from a recognized institution.
- b) A Master's degree in Statistics, Economics or Quantitative Economics from a recognized institution.
- c) Post Graduate qualifications in Business, Management, or Project Planning and Management from a reputable Institution is an added advantage.

**Essential Skills/Competencies:**

- d) Demonstrated ability to: Communicate effectively; consult, network and advise effectively both at individual and team level; and negotiate, build and sustain institutional collaboration and working linkages.
- e) Excellent/visionary leadership, public relations, enterprising and innovative skills with commitment to Institutional growth and development.

- f) Self-motivated, enthusiastic and flexible enough in addressing different situations.
- g) Experience in management of Strategic Projects, Contracts, Financial and Human Resources in a reputable organization.
- h) Should have excellent project proposal writing skills.
- i) Must be computer literate.

### **Experience**

Working experience of not less than three (3) years in planning in a reputable Organization

### **Age Limit**

The applicant should be aged between 30 – 45 years.

### **Tenure of Appointment**

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

## **III. LIBRARY AND INFORMATION SERVICES**

**POSITION: LIBRARIAN II**

**Number of Vacancies: 1 (One)**

**Salary Scale: M7**

**Reports to: University Librarian**

**Job Summary:** Process Library resources, conduct information literacy and assist the University Librarian in managing the operation and coordination of Library and Information Services.

### **Key Duties and Responsibilities:**

- i. Cataloguing and classification
- ii. Bibliographic control
- iii. Compiling Library statistics
- iv. End- user training,
- v. Reference and Information Services
- vi. Conduct research and

- vii. Any other official work assigned by the immediate Supervisor or University authorities

### **Minimum Qualifications**

Must be a Ugandan citizen who possesses an Honours Bachelors' Degree in Library and Information Science from a recognized Institution.

### **Essential Skills/Competencies:**

- i. Out-put oriented work habits
- ii. Good Interpersonal, Communication and organizational skills
- iii. Willingness to learn
- iv. Must be computer literate, with demonstrable abilities in Library Information Systems (LIS).

### **Age limit**

The applicant should be aged between 25 – 35 years.

### **Tenure of Appointment**

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

## **ACADEMIC POSITIONS**

Available Positions:

1. Assistant Lecturers
2. Graduate Trainees

### **Job Purpose (Assistant Lecturers and Graduate Trainees)**

To support Lecturers in the preparation of instruction materials, conduct of lectures, supervision and evaluation of the students' academic performance.

### **Key Duties and Responsibilities:**

- a) Participate in organizing and developing the Department and such other duties as are necessary for the proper and efficient functioning of the department.
- b) Promotion of the knowledge of his/her subjects by conducting research and publication of own original work(s).

- c) Teaching and demonstration, conducting tutorials, and practical classes as stipulated in the curriculum.
- d) Actively engage with the community/industry to facilitate practical orientation of students.
- e) Examining students which includes; setting, marking, grading and submission of results as per Senate policy.
- f) Serving on faculty/departmental committees and any other duties as may be assigned from time to time.

**Essential Skills/Competencies:**

- i. Effective communication skills
- ii. Must be industrious and self-driven;
- iii. Computer literacy
- iv. Ability to work under pressure and with minimum supervision

**1. FACULTY OF BUSINESS AND DEVELOPMENT STUDIES – DEPARTMENT OF MARKETING AND ENTREPRENEURSHIP**

**POSITION: ASSISTANT LECTURER**

**Salary Scale: M6.2**

**Number of Vacancies: 1 (One)**

**Reports to: Head of Department**

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. At least a Second Class Upper Division Bachelor's degree in any of the following; Procurement and Logistics Management, or Business Administration (Marketing), Development Studies (Industrial option specialization) or any other related discipline from a recognized institution.
- ii. Master of Business Administration (Marketing), Master of Science (Marketing) or Master of Science (Procurement) or any other related discipline from a recognized institution.

**Age limit**

The applicant should be forty (40) years and below

## **Tenure of Appointment**

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

## **2. FACULTY OF AGRICULTURE AND ENVIRONMENT – DEPARTMENT OF ANIMAL PRODUCTION AND RANGE MANAGEMENT**

### **POSITION: ASSISTANT LECTURER**

**Salary Scale M6.2**

**Number of Vacancies: 1(one)**

**Reports to: Head of Department**

### **Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. At least a Second Class Upper Division Bachelor's degree in Agriculture – Animal Science or Veterinary Medicine from a recognized institution of higher learning.
- ii. Master's Degree in Livestock Production and related disciplines from a recognized institution.

### **Other essential requirements.**

- i. Demonstrated ability to set up and run a commercial livestock enterprise, especially poultry, goats, pigs.
- ii. Hands on experience in managing livestock enterprises including health management.
- iii. Previous experience in teaching livestock management and animal health at undergraduate level.

### **Age limit**

The applicant should be forty (40) years and below.

## **Tenure of Appointment**

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



### **3. FACULTY OF SCIENCE**

#### **I. DEPARTMENT OF CHEMISTRY**

**POSITION: GRADUATE TRAINEE**

**Salary Scale: M7**

**Number of Vacancies: 1 (One)**

**Reports to: Head of Department**

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses at least a Second Class Upper Division Bachelor's degree in Chemistry or its equivalent from a recognized institution.

**Age limit**

The applicant should be thirty five (35) years and below.

**Tenure of Appointment**

The appointment is on non-gratuitable contract of two years, renewable once a period within which the staff will be expected to finish his/her Master's degree to be eligible for appointment to the next level.

#### **II. DEPARTMENT OF PHYSICS**

**POSITION: GRADUATE TRAINEE**

**Salary Scale: M7**

**Number of Vacancies: 2 (Two)**

**Reports to: Head of Department**

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses at least a Second Class Upper Division Bachelor's degree in Physics or its equivalent from a recognized institution.

**Age limit**

The applicant should be thirty five (35) years and below.

**Tenure of Appointment**

The appointment is on non-gratuitable contract of two years, renewable once a period within which the staff will be expected to finish his/her Master's degree to be eligible for appointment to the next level.

**4. FACULTY OF MEDICINE****I. DEPARTMENT OF INTERNAL MEDICINE****POSITION: ASSISTANT LECTURER**

**Salary Scale: M6.2**

**Number of Vacancies: 1 (One)**

**Reports to: Head of Department**

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB) or equivalent from a recognized University.
- ii. Master of Medicine (M.Med) Internal Medicine or equivalent from a recognized University.
- iii. Must be registered with Uganda Medical and Dental Practitioners' Council, with a valid practicing license.

**Age limit**

The applicant should be forty (40) years and below.

**Tenure of Appointment**

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

## **II. DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH**

**POSITION: ASSISTANT LECTURER**

**Salary Scale: M6.2**

**Number of Vacancies: 2 (Two)**

**Reports to: Head of Department**

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB) or equivalent from a recognized University.
- ii. Master of Medicine (M.Med) Paediatrics and Child Health or equivalent from a recognized University.
- iii. Must be registered with Uganda Medical and Dental Practitioners' Council, with a valid practicing license.

**Age limit**

The applicant should be forty (40) years and below.

**Tenure of Appointment**

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

## **III. DEPARTMENT OF PSYCHIATRY AND MENTAL HEALTH**

**POSITION: ASSISTANT LECTURER**

**Salary Scale: M6.2**

**Number of Vacancies: 1 (One)**

**Reports to: Head of Department**

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. Bachelor of Medicine and Bachelor of Surgery (MBCChB) or equivalent from a recognized University.
- ii. Master of Medicine (M.Med) Psychiatry or equivalent from a recognized University.
- iii. Must be registered with the Uganda Medical and Dental Practitioners' Council, with a valid practicing license.

**Age limit**

The applicant should be forty (40) years and below.

**Tenure of Appointment**

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

**POSITION: GRADUATE TRAINEE****Salary Scale: M7****Number of Vacancies: 1(One)****Reports to: Head of Department****Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. Bachelor of Medicine and Bachelor of Surgery (MBCChB) or equivalent from a recognized University.
- ii. Must be registered with Uganda Medical and Dental Practitioners' Council, with a valid practicing license.

**Age limit**

The applicant should be thirty five (35) years and below.

**Tenure of Appointment**

The appointment is on non-gratuitable contract of two years, renewable once a period within which the staff will be expected to finish his/her Master's degree to be eligible for appointment to the next level.

#### **IV. DEPARTMENT OF PUBLIC HEALTH**

**POSITION: ASSISTANT LECTURER**

**Salary Scale: M6.2**

**Number of Vacancies: 1(One)**

**Reports to: Head of Department**

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB) or equivalent from a recognized University.
- ii. Master of Public Health (MPH), Master of Science in Public Health (MSc PH) or equivalent from a recognized University.
- iii. Must be registered with Uganda Medical and Dental Practitioners' Council, with a valid practicing license.

**Age limit**

The applicant should be Forty (40) years and below.

**Tenure of Appointment**

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

#### **V. DEPARTMENT OF PHARMACOLOGY AND THERAPEUTICS**

**POSITION: ASSISTANT LECTURER**

**Salary Scale: M6.2**

**Number of Vacancies: 2 (Two)**

**Reports to: Head of Department**

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. Bachelor of Pharmacy (B. Pharm) or equivalent from a recognized University.
- ii. Masters in Pharmacy or equivalent from a recognized University.
- iii. Must be registered with Uganda Medical and Dental Practitioners' Council, with a valid practicing license.

**Age limit**

The applicant should be forty (40) years and below.

**Tenure of Appointment**

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

**5. FACULTY OF EDUCATION AND HUMANITIES - DEPARTMENT OF FOUNDATIONS OF EDUCATION****POSITION: ASSISTANT LECTURER**

**Salary Scale: M6.2**

**Number of Vacancies: 1 (one)**

**Reports to: Head of Department**

**Minimum Qualifications:**

Must be a Ugandan citizen who possesses the following:

- i. At least a Second Class Upper Division Bachelor's degree in any of the following; Bachelor of Science with Education, or Bachelor of Arts with Education, or Bachelor of Science Education, or Bachelor of Arts Education, or Bachelor of Business Education.
- ii. Master of Education in Educational Foundations, or Master of Education Policy Planning, Management and Administration.

**Age limit**

The applicant should be forty (40) years and below

**Tenure of Appointment**

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

## **MODE OF APPLICATION**

Applicants should submit six (6) hard copies of the application consisting of the following:

1. Letter expressing interest in the job;
2. A detailed and up to date curriculum vitae, signed and dated by the applicant;
3. Certified copies of academic transcripts and certificates;
4. Copies of letter of relevant appointments;
5. Copies of the applicant's Birth Certificate, National Identity Card or relevant pages of Passport;
6. Names and addresses of three (3) referees who should be advised to send their reference letters under confidential cover to the following address, not later than 5:00 p.m. on Friday 10<sup>th</sup> November 2017:

**The University Secretary,  
Gulu University,  
P.O. Box 166, Gulu.  
Email:us@gu.ac.ug**

7. Sealed applications with the position applied for indicated on the top right corner of the envelope should be addressed and submitted to:

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

Applications should reach the office of the University Secretary not later than 5:00 p.m. on Friday 10<sup>th</sup> November 2017.

### **Please Note:**

1. Incomplete applications and/or applications received after the closing date and time will not be considered.
2. Only shortlisted candidates will be contacted.