



METROPOLITAN INTERNATIONAL UNIVERSITY

OFFICE OF THE HUMAN RESOURCE MANAGER

JOB ADVERT

MIU is seeking to recruit qualified and competent persons to fill the following positions. Applicants are required to hand deliver applications to the Kampala Campus Reception or send applications, detailed CV, photocopies of supporting documents, names and address of 3 Referees, and Telephone contacts to hr@miu.ac.ug in One PDF document by 13th July 2024. **Note: MIU is a multi-campus University and reserves the right to post you at any of its 3 Campuses for these advertised positions.**

Duty Stations: Mbarara, Kampala and Kisoro
Start Date: ASAP

1. SCHOOL OF ALLIED HEALTH SCIENCES

<i>Position</i>	<i>Area of specialty & No. of Vacancies</i>
Tutor	Pharmacy (3), Clinical Medicine (3), Laboratory Technology (3)
Clinical Instructor/ Lecturer	Pharmacy (2), Clinical Medicine (2), Laboratory Technology (2)

2. SCHOOL OF NURSING AND MIDWIFERY

<i>Position</i>	<i>Area of specialty & No. of Vacancies</i>
Clinical Instructor/ Lecturer	Nursing (4), Midwifery (4)

Core functions / Responsibilities for the above positions

- Providing course outline
- Managing Coursework and Planned Assessment Tests.
- Preparing and giving Instructions, supervising, marking and producing results on time.
- Promotion of knowledge of your subject and your original work.
- Managing Course work results, and final examination results at preliminary level.
- Implementing University Curriculum.
- Observe the course work, tests, and examination deadlines as stipulated in the university planning and generally serving as examiner of course units you handle.

Required Qualifications and Experience

- The ideal applicants should possess at least a **Bachelor Degree for Lecturer position in relevant field and an additional postgraduate Diploma in Medical Education for the Tutorship Position.**
- At least one (3) year experience of lecturing in a reputable Institutions.
- Good computer knowledge
- Excellent communication skills
- Customer care skills

Key Competences required

- Result oriented
- Team player
- Committed
- Flexible
- Positive attitude
- Computer literate

Age: 25 – 50 years

3. FACULTY OF BUSINESS ADMINISTRATION AND MANAGEMENT SCIENCE

Position	Area of specialty & No. of Vacancies
Assistant Lecturer	Computerized Accounting, Economics, Human Resource, Marketing (3 vacancies)

Core functions / Responsibilities for the above positions

- Providing course outline
- Managing Coursework and Planned Assessment Tests.
- Preparing and giving Instructions, supervising, marking and producing results on time.
- Promotion of knowledge of your subject and your original work.
- Managing Course work results, and final examination results at preliminary level.
- Implementing University Curriculum.
- Observe the course work, tests, and examination deadlines as stipulated in the university planning and generally serving as examiner of course units you handle.

Required Qualifications and Experience

- The ideal applicants should possess at least a **Masters’ Degree for Assistant Lecturer position in relevant field. Applicants on PhD track will have competitive advantage.**
- At least one (3) year experience of lecturing in reputable Institutions.
- Good computer knowledge
- Excellent communication skills
- Customer care skills

Key Competences required

- Result oriented
- Team player
- Committed
- Flexible
- Positive attitude
- Computer literate

Age: 25 – 50 years

4. FACULTY OF EDUCATION

Position	Area of specialty & No. of Vacancies
Assistant Lecturer	Luganda (1), English/Literature(2), Islam (2), Fine Art (1)

Core functions / Responsibilities for the above positions

- Providing course outline
- Managing Coursework and Planned Assessment Tests.
- Preparing and giving Instructions, supervising, marking and producing results on time.
- Promotion of knowledge of your subject and your original work.
- Managing Course work results, and final examination results at preliminary level.
- Implementing University Curriculum.
- Observe the course work, tests, and examination deadlines as stipulated in the university planning and generally serving as examiner of course units you handle.

Required Qualifications and Experience

- The ideal applicants should possess at least a ***Masters' Degree for Assistant Lecturer position in relevant field. Applicants on PhD track will have competitive advantage.***
- At least one (3) year experience of lecturing in a reputable Institutions.
- Good computer knowledge
- Excellent communication skills
- Customer care skills

Key Competences required

- Result oriented
- Team player
- Committed
- Flexible
- Positive attitude
- Computer literate

Age: 25 – 50 years

5. FACULTY OF ARTS & HUMANITIES

Position	Area of specialty & No. of Vacancies
Assistant Lecturer	Social Work(1), Public Administration(1), Tourism and Hospitality Management(1), Journalism (1)

Core functions / Responsibilities for the above positions

- Providing course outline
- Managing Coursework and Planned Assessment Tests.
- Preparing and giving Instructions, supervising, marking and producing results on time.

- Promotion of knowledge of your subject and your original work.
- Managing Course work results, and final examination results at preliminary level.
- Implementing University Curriculum.
- Observe the course work, tests, and examination deadlines as stipulated in the university planning and generally serving as examiner of course units you handle.

Required Qualifications and Experience

- The ideal applicants should possess at least a **Masters’ Degree for Assistant Lecturer position in relevant field. Applicants on PhD track will have competitive advantage.**
- At least one (3) year experience of lecturing in reputable Institutions.
- Good computer knowledge
- Excellent communication skills
- Customer care skills

Key Competences required

- Result oriented
- Team player
- Committed
- Flexible
- Positive attitude
- Computer literate

Age: 25 – 50 years

6. FACULTY OF SCIENCE AND TECHNOLOGY

Position	Area of specialty & No. of Vacancies
Assistant Lecturer	Software Engineering (1), Computing and Information Systems (2), Computer Science (1)

Core functions / Responsibilities for the above positions

- Providing course outline
- Managing Coursework and Planned Assessment Tests.
- Preparing and giving Instructions, supervising, marking and producing results on time.
- Promotion of knowledge of your subject and your original work.
- Managing Course work results, and final examination results at preliminary level.
- Implementing University Curriculum.
- Observe the course work, tests, and examination deadlines as stipulated in the university planning and generally serving as examiner of course units you handle.

Required Qualifications and Experience

- The ideal applicants should possess at least a **Masters’ Degree for Assistant Lecturer position in relevant field. Applicants on PhD track will have competitive advantage.**
- At least one (3) year experience of lecturing in reputable Institutions.
- Good computer knowledge
- Excellent communication skills
- Customer care skills

Key Competences required

- Result oriented
- Team player
- Committed
- Flexible
- Positive attitude
- Computer literate

Age: 25 – 50 years

7. FACULTY OF ENGINEERING

Position	Area of specialty & No. of Vacancies
Assistant Lecturer	Civil Engineering(3), Electrical Engineering(3), Telecommunication (3)

Core functions / Responsibilities for the above positions

- Providing course outline
- Managing Coursework and Planned Assessment Tests.
- Preparing and giving Instructions, supervising, marking and producing results on time.
- Promotion of knowledge of your subject and your original work.
- Managing Course work results, and final examination results at preliminary level.
- Implementing University Curriculum.
- Observe the course work, tests, and examination deadlines as stipulated in the university planning and generally serving as examiner of course units you handle.

Required Qualifications and Experience

- The ideal applicants should possess at least a **Masters' Degree for Assistant Lecturer position in relevant field. Applicants on PhD track will have competitive advantage.**
- At least one (3) year experience of lecturing in reputable Institutions.
- Good computer knowledge
- Excellent communication skills
- Customer care skills

Key Competences required

- Result oriented
- Team player
- Committed
- Flexible
- Positive attitude
- Computer literate

Age: 25 – 50 years

8. FACULTY OF AGRICULTURE AND ENVIRONMENTAL SCIENCE

Position	Area of specialty & No. of Vacancies
Assistant Lecturer	General Agriculture(1), Animal Husbandry (1), Crop Husbandry (1) Environmental Science(2)

Core functions / Responsibilities for the above positions

- Providing course outline
- Managing Coursework and Planned Assessment Tests.
- Preparing and giving Instructions, supervising, marking and producing results on time.
- Promotion of knowledge of your subject and your original work.
- Managing Course work results, and final examination results at preliminary level.
- Implementing University Curriculum.
- Observe the course work, tests, and examination deadlines as stipulated in the university planning and generally serving as examiner of course units you handle.

Required Qualifications and Experience

- The ideal applicants should possess at least a **Masters' Degree for Assistant Lecturer position in relevant field. Applicants on PhD track will have competitive advantage.**
- At least one (3) year experience of lecturing in reputable Institutions.
- Good computer knowledge
- Excellent communication skills
- Customer care skills

Key Competences required

- Result oriented
- Team player
- Committed
- Flexible
- Positive attitude
- Computer literate

Age: 25 – 50 years

9. UGANDA BUSINESS AND TECHNICAL EXAMINATION BOARD DEPARTMENT

Position	Area of specialty & No. of Vacancies
Teaching Assistant	Information Technology(2) Accounting and Finance(1), Journalism(1), Social Work (2).

Core functions / Responsibilities for the above positions

- Providing course outline
- Managing Coursework and Planned Assessment Tests.
- Preparing and giving Instructions, supervising, marking and producing results on time.
- Promotion of knowledge of your subject and your original work.
- Managing Course work results
- Implementing UBTEB Curriculum.
- Observe the course work, tests, and examination deadlines as stipulated by UBTEB Calendar

Required Qualifications and Experience

- The ideal applicants should possess at least a **Bachelors' Degree for Teaching Assistant position in relevant field. Applicants on Masters Track will have competitive advantage.**
- At least one (3) year experience of lecturing in reputable Institutions.

- Good computer knowledge
- Excellent communication skills
- Customer care skills

Key Competences required

- Result oriented
- Team player
- Committed
- Flexible
- Positive attitude
- Computer literate

Age: 25 – 50 years

10. SCHOOL OF LAW

Position	Area of specialty & No. of Vacancies
Assistant Lecturer	General Law courses (4)

Core functions / Responsibilities for the above positions

- Providing course outline
- Managing Coursework and Planned Assessment Tests.
- Preparing and giving Instructions, supervising, marking and producing results on time.
- Promotion of knowledge of your subject and your original work.
- Managing Course work results, and final examination results at preliminary level.
- Implementing University Curriculum.
- Observe the course work, tests, and examination deadlines as stipulated in the university planning and generally serving as examiner of course units you handle.

Required Qualifications and Experience

- The ideal applicants should possess at least a ***Masters’ Degree for Assistant Lecturer position in relevant field.***
- At least Three (3) year experience of lecturing in reputable Institutions.
- Good computer knowledge
- Excellent communication skills
- Customer care skills

Key Competences required

- Result oriented
- Team player
- Committed
- Flexible
- Positive attitude
- Computer literate

Age: 25 – 50 years

11. ADMINISTRATION SERVICES

Position	Area of specialty & No. of Vacancies
Senior Administrative Officers	General Administration (2)

PURPOSE OF THE JOB

- To support the coordination and supervise the provision of efficient and reliable administrative support services to the University.

DUTIES AND RESPONSIBILITIES

- Interprets and provides guidance in the implementation of University administrative policies, regulations and procedures.
- Assists the University Secretary/ Administration and Council Affairs; in managing protocol affairs of visiting dignitaries or guests to the University.
- Takes, prepares and circulates minutes of management meetings as assigned.
- Monitors and evaluates the performance of service providers for outsourced administrative services to the University.
- Manages travel arrangements for senior staff of the University.
- Coordinates the procurement, provision, proper use and maintenance of common user facilities and services.
- Participates in the organization of university events and ceremonies.
- Supervises support staff deployed to Finance and Administration.
- Prepares speeches as assigned.

PERSON SPECIFICATIONS

- Should have a Masters in Either Public Policy and Administration; Business Administration; Law or Development Studies.
- Should possess Administrative Officer's Law Course Certificate
- Should have at least five (5) years' experience in administration from a reputable institution, two (2) of which should have been at a supervisory level.
- Should be a person of high integrity
- Should have good leadership, interpersonal, negotiation and communication skills.
- Should be computer literate.