

Uganda Christian University

Job Advertisements

Uganda Christian University (UCU), a private institution founded in 1997 by the Province of the Church of Uganda is dedicated through teaching, scholarship, service, spiritual formation, student development and social involvement, to the preparation of students for thoughtful, productive lives of Christian faith and service in their respective professions and places.

UCU invites applications from suitably qualified applicants for the positions listed below. Full details of the respective positions listed below can be found on our website at the following link: <http://www.ucu.ac.ug/jobs>

1. Senior Lecturer Education	CU5	Mukono
2. Senior Lecturer Public Administration and Governance	CU5	Mukono
3. Technical Manager	CU5	Mukono
4. Manager Regional Colleges	CU5	Mukono
5. Lecturer (Business Computing)	CU6	Mukono
6. Lecturer (Computing & Technology)	CU6	Mukono
7. Lecturer (Fine Art & Design)	CU6	Mukono
8. Lecturer Public Administration and Governance	CU6	Mukono
9. Lecturer (Engineering & Environment) (2)	CU6	Mukono
10. Communications Officer	CU7	Mukono
11. Security Guard	CUG4	Mukono
12. Laboratory Technician (Medical School)	CU9	Mukono
13. Grants Officer	CU6	Mukono

Application method:

1. View full details of the jobs listed above at our website: <http://www.ucu.ac.ug/jobs>
2. Applications sent online should have all the attachments in ONE PDF document.
3. Send two (2) copies of an application letter together with updated Curriculum Vitae and three references; two (2) Copies of academic certificates and transcripts.

To:

The Manager,
Human Resource & Administration
Uganda Christian University
FPilkington Building
Po Box 4, Mukono
OR Email: jobs@ucu.ac.ug

Deadline: 5:00pm Friday, 9th February 2018
Only short listed candidates will be contacted

UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Senior Lecturer Education
Salary Scale: CU 5
Location: Mukono
Reports to: Head of Department
Division: Academic Affairs

Job Purpose:

To carry out, Teaching, coordination of PhD in Education Administration and Management, research, mentoring, supervision and administration within the Department.

Qualification & Experience:

1. The successful Applicant must possess a Ph.D. in Education specifically Education Administration, Management, or Doctorate of Education in Education Administration & Management from an accredited University/ institution of Higher Learning.
2. Hold a Master's Degree in Education or Human resource Management in Education from a recognized Institution of Higher Learning.
3. Must have a Bachelor of Arts with education/ Bachelor of Education
4. Must have taught at University level at the rank of Lecturer for at least three (3) years.
5. Must have published at least two (2) new scholarly articles in internationally recognized journals in their area of academic expertise.
6. The applicant is expected to provide evidence of Active research program as well as interest in directing student research and Publication.
7. The Applicant must provide evidence of academic leadership with a balanced record of achievement in teaching, research and Coordination of programs.
8. The Applicant should have a high energy level and is expected to demonstrate excellent interpersonal skills; the ability to lead and manage Graduate Program and Coordination;
9. Commitment to collegiality and the ability to interact effectively with Senior Lecturers.
10. The candidate should be familiar with appropriate personnel and budgetary management processes including setting objectives, developing measures, and monitoring implementation efforts.
11. Must be self motivated.
12. Should be a mature and committed Christian.

Key Competencies & Responsibilities:

1. To teach and coordinate PhD in education Administration and Management at Graduate Level in consultation with the Dean of Faculty/Head of Department
2. To carry out research, teaching and mentorship within the department of education.
3. To engage with the broader scholarly and professional communities.
4. To contribute to the development, planning and implementation of a high quality Ph.D curriculum.
5. To assist in the development of learning materials and maintaining records to monitor student progress, achievement and attendance.

6. To supervise or assist with supervision of graduate (PhD.) Candidates.
7. To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
8. To participate in the development, administration and marking of exams and other assessments.
9. To provide pastoral care and support to Candidates.
10. To participate in the administration of the PhD. Program and other activities as requested.
11. To contribute to departmental, Faculty, wide working groups or committees as requested.
12. To maintain own continuing professional development.
13. Any other official duties assigned by the supervisor.

Application method:

1. Send two (3) copies of an application letter clearly demonstrating suitability together with updated Curriculum Vitae and three Academic references.
2. Attach two (2) copies of academic and professional certificates and transcripts.
3. All online applications must be sent in one PDF attachment.

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DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Senior Lecturer
Salary Scale: CU 5
Location: Mukono
Reports to: Head of Department, Public Administration & Governance
Division: Academic Affairs

Purpose of the job:

To carry out research, teaching, mentoring, supervision and administration within the Faculty of Social Sciences

Qualifications and experience:

1. PHD in Public Administration and Management or Governance or Political Science or Public Policy.
2. Masters degree in political science specializing either in Public Administration or International Relations.
3. Bachelor's degree in Social Sciences with a bias in Political Science or Public Administration and Management.
4. Must have taught at University level at the rank of Lecturer for at least three (3) years.
5. Must have published at least two (2) new scholarly articles in internationally recognized journals in their area of academic expertise.
6. Excellent interpersonal, oral and written skills.
7. Mature, demonstrates Christian commitment and a high level of integrity.
8. Strong preference will be given to candidate with ability to teach courses like Master of Public Administration and Management, Master of Research and Public Policy and courses in International Relations.

Responsibilities:

1. To teach at Postgraduate and undergraduate level in areas allocated by the Dean of Faculty/Head of Department
2. To carry out research, teaching, mentoring, supervision and administration within the Department of Public Administration and Governance
3. To engage with the broader scholarly and professional communities
4. To contribute to the development, planning and implementation of a high quality curriculum
5. To assist in the development of learning materials and maintaining records to monitor student progress, achievement and attendance
6. To supervise or assist with supervision of undergraduate, taught graduate (Masters) students
7. To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department
8. To participate in the development, administration and marking of exams and other assessments
9. To provide pastoral care and support to students
10. To participate in the administration of the department's programs of study and other activities as requested
11. To contribute to departmental, faculty and wide working groups or committees as requested
12. To maintain own continuing professional development

Application method:

1. Send two (2) copies of an application letter together with an updated Curriculum Vitae and three references
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UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Technical Manager
Salary Scale: CU 5
Location: Mukono
Reports to: Director, University ICT Services
Department: University ICT Services (UIS)
Division: Finance & Administration

Purpose:

This is both a support and technical coordination role that provides in-depth technical coordination for the technical units (Infrastructure and Systems). The position will ensure optimal availability of ICT resources and facilities throughout the University including all of its regional campuses.

Qualification and Experience:

1. Should have a:

- Master's and Bachelor's degree in Information Technology, Computer Science or Engineering related field from a recognized institution of higher learning or more than one related professional certification.
- Engineering, IT or Computer Science related professional certifications will be an added advantage.
- Should have at least three (3) years post Masters experience two (2) of which should be at supervisory level

OR

- Bachelor's degree and professional certification in Information Technology, Computer Science or Engineering related field from a recognized institution of higher learning.
- Three (3) years post professional certification work experience two (2) of which should be at supervisory level.

2. Must have ICT project management experience.
3. Strong team leadership skills and demonstrable knowledge of strategic planning.
4. Excellent verbal / written communication skills.
5. Must be a person of strong faith and integrity and a committed Christian.

Job Description:

1. Responsible for the daily coordination of all University ICT technical operations;
2. Work with the Director of University ICT Services to propose and implement needed ICT services to required standards or according to existing Service Level Agreements (SLA);
3. Plan for, introduce and integrate new technologies in the existing environment;

4. Develop, implement and maintain an effective network and data security strategy;
5. To provide periodic update reports to the Director of University ICT Services.

Application Method:

1. Send two (2) copies of an application letter clearly demonstrating suitability together with updated Curriculum Vitae and three references (Academic, Pastoral & Leadership).
2. Two (2) copies of academic and professional certificates and transcripts
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UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Manager Regional Colleges
Salary Scale: CU 5
Location: Mukono
Reports to: Director, Teaching and Learning
Division: Academic Affairs

Purpose of the job:

The Manager, Regional Colleges (MRC) will help the Director Teaching and Learning to provide regular oversight and coordination for all Uganda Christian University Regional Colleges and Campuses in matters of policy and any other areas essential for their growth and stability.

Qualifications and experience:

1. Must have a good Master's degree in Education or Education management from a recognized Institution of higher learning.
2. Must hold a Bachelor's degree in Education/Social Work/Development Studies from a recognized institution of higher learning.
3. Should have at least three (3) years' post Masters experience in a relevant or similar position, two of which should have been in a leadership position. Work experience in a University setting will be an added advantage.
4. Must have at least two years' experience performing coordination of activities in organizations/institutions.
5. Should possess strong computer skills/knowledge
6. Must have strong team leadership skills and demonstrable knowledge of strategic planning.
7. Must have excellent verbal/written communication skills.
8. Must be a mature and committed Christian.

Responsibilities:

9. Shall be the liaison officer between the Main Campus and the Regional campuses/Colleges.
10. Overseeing general policy implementation of the UCU policies at the respective Regional Colleges in academic and non- academic areas.
11. Assisting Faculties in efficient fulfillment of their duty to oversee academic programs at the Regional Colleges/Campuses.
12. To carry out needs assessment of UCU campuses in view of the established policies and procedures and recommend training and capacity building.
13. Work closely with the governing bodies of the UCU regional institutions and the University's departments.
14. Shall prepare reports on the status of the Regional Colleges based on Benchmark indicators and other agreed-upon quality standards.
15. Represent the Office at such Committees as shall be deemed appropriate for the coordination of work at Regional College.
16. Arrange meetings, workshops, fellowships and consultations between UCU Main Campus departments and sections and any other stakeholders.

Application Method:

1. Send two (2) copies of an application letter clearly demonstrating suitability together with updated Curriculum Vitae and three references (Academic, Pastoral & Leadership).

2. Two (2) copies of academic and professional certificates and transcripts
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UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Lecturer (Anatomy)
Salary Scale: CU 6
Location: Mukono
Reports to: Dean Health Sciences
Division: Academic Affairs

Qualifications and experience:

1. Must have a Master of Medicine degree and MB ChB from a reputable university or with a Master of Science in Anatomy.
2. A PHD in Anatomy will be an added advantage.
3. Must have University teaching experience at the rank of Assistant Lecturer for at least two (2) years, or Tutorial Assistant for at least three (3) years.
4. Must have at least one scholarly article or publication *OR* should have undertaken at least one research project/paper.
5. Proven record of ability to manage time and work to strict deadlines; Evidence of ability to teach and to supervise academic work by undergraduates.
6. Excellent interpersonal, oral and written communication skills; proven record of ability to conduct high quality research which is reflected in the authorship of high quality publications, or other research output.
7. Must be a mature and committed Christian.

Main duties and Responsibilities:

1. To teach Anatomy to Medical and Dental students.
2. Report to the Dean Faculty of Health Sciences.
3. To teach Master of Public Health(MPH) students
4. Is the in charge of the Anatomy subject in the Medical School.
5. Is the overall supervisor and overseer of the Dissection room.
6. Supervise other lecturers and tutors in the Anatomy subject.
7. Is responsible for preparing and administering exams in the Anatomy subject
8. Present the Examination marks in the Faculty board meeting
9. Responsible for all teaching aids and learning materials used in the Anatomy subject
10. To carry out research and produce publications or other research outputs.
11. Any other duties as may be assigned by the Dean of Faculty

Application method:

1. Send two (2) copies of an application letter together with an updated Curriculum Vita and three references (Academic, Pastoral & Leadership).
2. Attach copies of academic, professional certificates and transcripts
3. All online applications must be sent in one PDF attachment.

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DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Lecturer (Computing and Technology)
Salary Scale: CU 6
Location: Mukono
Reports to: Head of Department
Division: Academic Affairs

Job Purpose:

Transferring knowledge and enabling students to learn

Qualifications and experience:

1. Should have at least a Master's degree in either Computer Science, Information Systems, Networking, Web Technology or Database Management from a recognized University.
2. Must have University teaching experience at the rank of Assistant Lecturer for at least two (2) years, or Tutorial Assistant for at least three (3) years.
3. Must have at least one scholarly article or publication *OR* should have undertaken at least one research project/ paper.
4. Should have strong oral and written communication skills.
5. Must be a committed and practicing Christian.

Key Competencies and Responsibilities:

1. Class preparation, teaching and evaluation of students in accordance with the University Curriculum.
2. Supervising students' placements, internships and research papers.
3. Ad-hoc administrative tasks including but not limited to participating in various student activities e.g. attending Faculty Board Meeting.
4. Setting and marking Course Works and Final Examinations as well as invigilating examinations.
5. Assisting supervision of exams to ensure that exams are done according to rules and regulations.
6. Advising students on academic, staff and other meetings/functions of the University.
7. Any other official duty as may be assigned from time to time.

Application method:

1. Send two (2) copies of an application letter together with an updated Curriculum Vitae and three references (Academic, Pastoral & Leadership)
2. Two (2) copies of certified academic and professional certificates and transcripts
3. All online applications must be sent in one PDF attachment.

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DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Lecturer (Business Computing)
Salary Scale: CU 6
Location: Mukono
Reports to: Head of Department
Division: Academic Affairs

Job Purpose:

To carry out research, teaching, mentoring, supervision and administration within the Department, especially in the area of Business Computing.

Qualification & Experience:

1. Must have at least a Master's degree in Business Computing from a recognized Institution of Higher Learning.
2. Must have at least a Bachelor's degree in Business Computing, IT or any other related field with at least an upper second from a recognized Institution of Higher Learning.
3. Must have University teaching experience at the rank of Assistant Lecturer for at least two (2) years, or Tutorial Assistant for at least three (3) years.
4. Must have at least one scholarly article or publication *OR* should have undertaken at least one research paper.
5. Should be a mature and committed Christian.
6. Should have strong oral and written communication skills.
7. Must be self driven and able to work under minimum supervision.

Key Competencies and Responsibilities:

1. Teach at undergraduate level in areas allocated by the Dean of Faculty/Head of Department.
2. Carry out research, teaching, mentoring, and administration within the Department.
3. Engage with the broader scholarly and professional communities.
4. Contribute to the development, planning and implementation of a high quality curriculum.
5. Assist in the development of learning materials and maintaining records to monitor student progress, achievement and attendance
6. Class preparation, teaching and evaluation of students in accordance with the University curriculum.
7. Supervising students' placements, internships and research papers.

8. Ad-hoc administrative tasks including and not limited to participating in various student activities e.g. attending Faculty board meetings.
9. Setting and marking course works and final examinations.
10. Assisting in supervising of exams to ensure that exams are done according to rules and regulations.
11. Advising students on academic and other related issues.
12. Any other official duties as assigned by the Supervisor from time to time.

Application Method:

1. Send two (2) copies of an application letter clearly demonstrating suitability together with an updated Curriculum Vitae and three (Academic, Leadership, Pastoral) references.
2. Attach copies of academic and professional certificates and transcripts.
3. All online applications must be sent in one PDF attachment.

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UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Lecturer (Fine Art and Design)
Salary Scale: CU 6
Location: Mukono
Reports to: Head of Department
Division: Academic Affairs

Job Purpose:

To carry out research, teaching, mentoring, supervision and administration within the Department, especially in the area of Fine Art & Design.

Qualifications and experience:

1. Hold a Master of Arts in Industrial Arts majoring in either Computer graphics and animation or Graphic Art and graphic design or Fashion and garment cutting, Interior design and Landscaping
2. Bachelor of Arts with Education (majoring in Fine Art) is a must or Bachelor of Industrial and Fine Art (BIFA) with a postgraduate Diploma in Education.
3. Must have University teaching experience at the rank of Assistant Lecturer for at least two (2) years, or Tutorial Assistant for at least three (3) years.
4. Must have at least one scholarly article or publication *OR* should have undertaken at least one research project/ paper.
5. Should have strong oral and written communication skills.
6. Must be a committed and practicing Christian.

Main duties and Responsibilities:

1. Teaching normal workload of 18 to 21 hours per semester.
2. Prepare Course outlines for all courses taught according to the University format.
3. Prepare assessment tools and marking guides accordingly.
4. Teaching and assessment of students in accordance with the University's curriculum.
5. They are expected to be present for all lectures.
6. Maintenance of regular office hours for attending to students' questions.
7. Participation in regular academic and administrative meetings.
8. To chair and participate in adhoc or volunteer committees from time to time.
9. Supervising student's on placements - internships, research papers and projects.
10. Advising students on academic issues.
11. Should be willing to uphold the University's instruments of Christian identity.
12. Any other official duties as may be assigned by the supervisor.

Application method:

1. Send two (2) copies of an application letter together with an updated Curriculum Vitae and three references (Academic, Pastoral & Leadership)
2. Two (2) copies of certified academic and professional certificates and transcripts
3. All online applications must be sent in one PDF attachment.

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UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Lecturer (Public Administration and Management)
Salary Scale: CU6
Location: Main Campus
Reports to: Head of Department
Division: Academic Affairs

Job Purpose:

This is a full time position where a suitable candidate must be able to teach Political Science generally and Public Administration and Management related course units at least two of the following disciplines: Public Budgeting, Financial Administration, Disaster Management, Local Governance and Decentralization, Administration of rural development, Urban Management, Ethics in Public Administration, International Political Economy, Management Consultancy, Strategic Management & Land use and Physical Planning.

Qualifications and experience:

1. Hold a Masters degree in Public Administration and Management.
2. Must have a Bachelor's degree in Public Administration, Political Science or Social Sciences majoring in Political science and Public Administration.
3. Must have University teaching experience at the rank of Assistant Lecturer for at least two (2) years, or Tutorial Assistant for at least three (3) years.
4. Must have at least one scholarly article or publication *OR* should have undertaken at least one research project/ paper.
5. Should have strong oral and written communication skills.
6. Must be a committed and practicing Christian.

Main duties and Responsibilities:

1. Teaching normal workload of 18 to 21 hours per semester.
2. Prepare Course outlines for all courses taught according to the University format.
3. Prepare assessment tools and marking guides accordingly.
4. Teaching and assessment of students in accordance with the University's curriculum.
5. They are expected to be present for all lectures.
6. Maintenance of regular office hours for attending to students' questions.
7. Participation in regular academic and administrative meetings.
8. Supervising student's on placements - internships, research papers and projects.
9. Advising students on academic issues.
10. Undertake research and participate in the academic life of the faculty
11. Should be willing to uphold the University's instruments of Christian identity.

12. Any other official duties as may be assigned by the supervisor.

Application method:

1. Send two (2) copies of an application letter together with an updated Curriculum Vitae and three references (Academic, Pastoral & Leadership)
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DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Lecturer (Engineering & Environment)
Salary Scale: CU 6
Location: Mukono
Reports to: Head - Department of Engineering & Environment
Division: Academic Affairs

Job purpose:

To carry out research, teaching, supervision and administration within the Department, especially in the areas of Civil Engineering Materials, Structural Engineering, Foundation Engineering, Geotechnical Engineering, Highway Engineering

Qualifications and experience:

1. Must have an MSc in Civil Engineering, Structural Engineering, Highway Engineering, Geotechnical Engineering, or related field from a recognised institution of higher learning.
2. Must have a BSc in Civil Engineering, Construction Engineering, or Building Engineering from a recognised institution of higher learning.
3. Must have University teaching experience at the rank of Assistant Lecturer for at least two (2) years, or Tutorial Assistant for at least three (3) years.
4. Must have strong knowledge of at least three of these areas; Civil Engineering Materials, Structural Engineering, Construction Engineering, Foundation Engineering, Geotechnical Engineering, Highway Engineering, combined with a broad subject background enabling contributions to teaching programmes.
5. Must have at least one scholarly article or publication *OR* should have undertaken at least one research project/paper.
6. Proven record of ability to manage time and work to strict deadlines; Evidence of ability to teach and to supervise academic work by undergraduates.
7. Excellent interpersonal, oral and written communication skills; proven record of ability to conduct high quality research which is reflected in the authorship of high quality publications, or other research outputs, in the areas of civil and environmental engineering.
8. Must be a mature and committed Christian.

Main duties and responsibilities:

1. To teach at undergraduate and graduate level in areas allocated by the Head of Department, and reviewed from time to time by the Head of Department.
2. To carry out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process.
3. To obtain research funding support from within and outside the University.
4. To engage with the broader scholarly and professional communities.
5. To supervise or assist with supervision of undergraduate and graduate students.
6. To contribute to the development, planning and implementation of a high quality curricula in the areas of Civil Engineering Materials, Structural Engineering, Construction Engineering, Foundation Engineering, Geotechnical Engineering, Highway Engineering.

7. To assist in the development of learning materials, preparing course syllabuses and maintaining records to monitor student progress, achievement and attendance.
8. To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
9. To participate in the development, administration and marking of exams and other assessments.
10. To provide pastoral care and support to students in line with UCU code of conduct.
11. To participate in the administration of the department's programmes of study and other activities as requested.
12. To contribute to departmental, faculty, or UCU-wide working groups or committees as requested.
13. To maintain continuing personal professional development.
14. Any other official duties that may be assigned by the supervisor from time to time.

Application Method:

1. Send two (2) copies of application letter together with an up-to-date Curriculum Vitae, copies of academic certificates, transcripts, names and contact information of (3) three contactable referees (Academic, Pastoral & Leadership)
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DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Lecturer (Engineering & Environment)
Salary Scale: CU 6
Location: Mukono
Reports to: Head - Department of Engineering & Environment
Division: Academic Affairs

Job purpose:

To carry out research, teaching, supervision and administration within the Department, especially in the areas of Energy Management, Renewable Energy, Petroleum and Environment, Engineering Project Management, Construction Project Management

Qualifications and experience:

1. Must have an MSc in Environmental Engineering, Environmental Management, Environmental Science, Environmental Technology, Energy and Environment, or related field from a recognised institution of higher learning.
2. Must have a BSc in Civil Engineering, Environmental Engineering, Environmental Science, or Environmental Technology from a recognised institution of higher learning.
3. Must have University teaching experience at the rank of Assistant Lecturer for at least two (2) years, or Tutorial Assistant for at least three (3) years.
4. Must have strong knowledge of at least three of these areas; Energy Management, Renewable Energy, Petroleum and Environment, Engineering Project Management, Construction Project Management, combined with a broad subject background enabling contributions to teaching programmes.
5. Must have at least one scholarly article or publication *OR* should have undertaken at least one research project/paper.
6. Proven record of ability to manage time and work to strict deadlines; Evidence of ability to teach and to supervise academic work by undergraduates.
7. Excellent interpersonal, oral and written communication skills; proven record of ability to conduct high quality research which is reflected in the authorship of high quality publications, or other research outputs, in the areas of civil and environmental engineering.
8. Must be a mature and committed Christian.

Main duties and responsibilities:

1. To teach at undergraduate and graduate level in areas allocated by the Head of Department, and reviewed from time to time by the Head of Department.
2. To carry out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process.
3. To obtain research funding support from within and outside the University.
4. To engage with the broader scholarly and professional communities.
5. To supervise or assist with supervision of undergraduate and graduate students.
6. To contribute to the development, planning and implementation of a high quality curricula in the areas of Energy Management, Renewable Energy, Petroleum and Environment, Engineering Project Management, Construction Project Management.

7. To assist in the development of learning materials, preparing course syllabuses and maintaining records to monitor student progress, achievement and attendance.
8. To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
9. To participate in the development, administration and marking of exams and other assessments.
10. To provide pastoral care and support to students in line with UCU code of conduct.
11. To participate in the administration of the department's programmes of study and other activities as requested.
12. To contribute to departmental, faculty, or UCU-wide working groups or committees as requested.
13. To maintain continuing personal professional development.
14. Any other official duties that may be assigned by the supervisor from time to time.

Application Method:

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Only shortlisted candidates will be contacted

UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Communications Officer
Salary Scale: CU 7
Location: UCU Main Campus (Mukono)
Reports to: Manager, Communications & Marketing
Division: Development & External Relations

Purpose of the Job:

To lead the implementation of communications activities in line with Uganda Christian University's Strategic Plan, towards the vision of being a Centre of Excellence in the Heart of Africa.

Qualifications and experience:

1. Bachelor's degree in Communications or Journalism from a recognized institution of higher learning.
2. Three (3) years working experience in corporate communication and public relations in a reputable organization.

Demonstration of:

3. Proficient written and spoken English.
4. Ability to implement a communications strategy for the University, including: formulating content and material that reflects our brand.
5. Knowledge of different target audiences and their particular needs for information, including different audiences inside and outside East Africa.
6. Knowledge of modern communication methods including social networking and web strategy.
7. Knowledge of and ability to utilize media networks.
8. Ability to quickly formulate appropriate responses to inquiries from a variety of sources about the University.
9. Experience in videography will be an added advantage.
10. Must be a person of high integrity with an excellent working ethic.
11. Must be able to work under pressure to meet deadlines and be available to work after normal working hours.
12. Must be a mature and commitment Christian.

Main duties and Responsibilities:

1. Working with relevant University divisions, Faculties, Departments, Regional Colleges and Campuses to implement the University's Communications and Marketing strategy.
2. Ensure that all communication and promotional activities reflect the Uganda Christian University brand, and associated vision, mission and core values.
3. Work closely with senior management and Manager, Communications and Marketing in responding to any crisis, and be part of the crisis management team.
4. Design messages to communicate a positive and consistent image of the University, both internally and externally.

5. Manage UCU information platforms such as corporate emails and social media accounts.
6. Assist in managing media relations and media coverage.
7. Coordinate the development of promotional materials (including on-line and visual materials and advertising) and internal and external communications in all media.
8. Oversee gathering, processing of information for timely update of University online media platforms such as website, blog, face book and twitter.
9. Assist in developing and maintaining key relationships with individuals, external groups, partner organizations, influencers, local communities and other stakeholders.
10. Review and edit all University publications for accuracy, correctness, style and conformity to University branding guidelines.
11. Provide strategic direction for the planning, management and execution of major university events.
12. Prepare media briefs, press releases and monthly media monitoring reports, activity reports for the department.
13. Perform any other official duties as may be assigned by the supervisor.

Application method:

1. Send two (2) copies of an application letter together with an updated Curriculum Vitae and three references (Academic, Pastoral and Leadership)
2. Two (2) copies of academic and professional certificates and transcripts
3. All online applications must be sent in one PDF attachment.

To:

The Manager, Human Resource & Administration
Uganda Christian University
Pilkington Building
Po Box 4, Mukono
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UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Laboratory Technician
Salary Scale: CU 9
Location: UCU School of Medicine -Mengo Campus

Division: Academic Affairs

Purpose of the Job:

To provide support for the Physiology and Anatomy laboratories at the UCU School of Medicine

Qualifications and experience:

1. Bachelor of Science degree from a recognized accredited institution of higher learning in at least one of the following; B Medical Laboratory Technology, B. Biomedical Sciences or BSc with extra training in Laboratory methods
2. At least two (2) years required experience in a laboratory of an academic institution.
3. Must have good computer skills (Word, Excel, Access, PowerPoint and internet).
4. Must have good interpersonal skills especially when dealing with students, staff and visitors.
5. Must be a person of high integrity with an excellent working ethic.
6. Must be able to work under pressure to meet deadlines and be available to work after normal working hours.
7. Must be a mature and commitment Christian.

Responsibilities:

1. Reports to the Dean of UCU School of Medicine.
2. Responsible for the day to day operation of the Anatomy and Physiology labs.
3. Sets apparatus and required reagents according to the lecturers' requirements in advance of Students' practical sessions.
4. Requisitions equipment and reagents in advance so that there is adequate supply for all practical sessions.
5. Responsible for the cleanliness of the Laboratory and especially disposal of used materials.
6. Any other official duties as may be assigned by the supervisor.

Application Method:

1. Send two copies of an application letter clearly demonstrating suitability together with an updated Curriculum Vitae and three references (Academic, Pastoral and Leadership)
2. Copies of academic and professional certificates and transcripts
3. All online applications must be sent in one PDF attachment.

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UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Security Guard
Salary: CU G4
Location: Mukono
Reports to: Chief Security Officer
Department: Facilities & Capital Projects
Division: Development & External Relations

Purpose of the Job:

The main purpose of this job is to ensure safety of students, staff and property of Uganda Christian University. The person will be under the direct supervision of the Security Foreman.

Qualifications and Experience:

1. Must have completed "O" level with a good pass.
2. Must have a Certificate of training in Security (knowledge of public safety and security) or have retired from the Police/Prisons force.
3. Should have performed similar tasks for at least three (3) years.
4. Must be a mature and committed Christian who is honest and trustworthy.

Duties and responsibilities:

1. Regular patrol of all assigned areas within the University.
2. Manning all locations assigned to one during the shift.
3. Monitoring entrance and departure of employees and students.
4. Authorize entry of visitors and other persons to the University to guard against theft and maintain security.
5. Check all luggage and Vehicles entering and leaving the University.
6. Report all suspicious persons, activities or unusual occurrences on the campus. This involves making reports of daily activities and irregularities such as equipment or property damage and presence of unauthorized persons.
7. To perform any other official duties assigned by the Supervisor on duty/Management.

Application Method:

1. Send two (2) copies of an application letter together with an updated Curriculum Vitae and three references; Academic, Leadership and Pastoral
2. Two (2) copies of academic and professional certificates and transcripts
3. Applications sent online must be in one PDF document

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UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
JOB ADVERTISEMENT

Job Title: Grants Officer
Salary Scale: CU 6
Location: Mukono
Reports to: Dean, School of Research and Post Graduate Studies
Division: Academic Affairs

Job purpose:

The Grants Officer will serve as a lead team member to develop and write grant proposals to foundations and government agencies seeking to raise funds for the University. He/she will take the responsibility for ensuring that grant proposals comply with guidelines, rules and regulations and making these available to the University staff. He/she will research and interpret relevant regulations, guidelines, and standards, and oversee the processing of contracts and/or grants.

Qualifications and experience:

1. Must have a Master's degree in Business Administration, Public Administration and Management, Communications, English, Journalism, Education or a related field from a recognised institution of higher learning. Certification from recognized institutions with specialized courses in grants Management will be an added advantage.
2. Must have a Bachelor's degree in Business Administration, Social Sciences, Communications, English, Journalism, Education or a related field from a recognised institution of higher learning.
3. Demonstrated experience of at least two (2) years in writing successful grant proposals and reports to both government and private funding sources.
4. Must have experience in coordinating grant development teams.
5. Must have experience researching and identifying funding sources and requirements.
6. Should have experience in interpreting requests for proposals, reporting cycles and funding guidelines.
7. Should have experience in developing and monitoring budgets.
8. Must have strong team leadership skills and demonstrable knowledge of strategic planning.
9. Must have excellent verbal/written communication skills.
10. Must be a mature and committed Christian with high integrity.

Main duties and responsibilities:

1. Reads and interprets requests for proposals and funding guidelines from agencies and foundations to determine if appropriate for the University and how best to respond and comply.
2. Perform relevant research to identify available funding opportunities through private and corporate foundations and evaluate the results.

3. Guides and facilitates faculty and staff in the development and preparation of research proposals, contracts, sub-contracts, and agreements, to include budgets, documentation, and interpretation of funding requirements. This will normally include the development and writing of grant proposals.
4. Research for effective and authentic funding opportunities that have a lawful registration and proven track record.
5. Facilitates grant efforts, including grant approval process and post-award compliance. Ensures timelines are met.
6. Oversee if the grants are implemented according to the operational and financial needs of the University.
7. Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
8. Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process.
9. Analyzes and evaluates awarded proposals, contracts, and subcontracts for compliance with funding agency and University requirements; prepares required acceptance documentation, and obtains official University signatures; recommends approval or rejection of deviations from contract specifications.
10. Prepare financial or budget plans and allocation along with the planning and finance directorate in accordance with each requirement.
11. Provide detailed reports to the funders with respect to the organization's progress.
12. Monitor paperwork and other related documents connected with grant-funded programs.
13. Maintain records of all payments and receivables and prepare monthly records for all grant related activities.
14. Provide training to the new staff on grants management and reporting requirements.
15. Edits and organizes grant documents written by other staff and faculty.
16. Facilitates workshops for and provides technical assistance to staff, faculty, administrators, and teams in the area of grant writing, development, compliance and support.
17. Assists the University with obtaining and maintaining external funding.
18. Disseminates information on funding opportunities and compliance requirements to staff, faculty, and administrators.
19. Monitors outstanding grant proposals and follows up with funding agency as necessary.
20. Maintains necessary records, files, reports, databases, and resource materials pertinent to Grants Office activities.
21. Any other official duties that may be assigned by the supervisor.

Knowledge, Skills and Abilities

1. Knowledge of effective grant research and grant writing.
2. Knowledge of grant and other external funding sources.
3. Knowledge of effective project management techniques.
4. Knowledge of post-award compliance best practices.
5. Knowledge of educational institutions and policies and procedures.
6. Skill in designing, writing, and editing complex grant documents including reporting requirements.
7. Skill in operating a computer and various supporting software packages.
8. Ability to read, comprehend, interpret, and apply government regulations and proposal guidelines.
9. Ability to explain policies and procedures/rules and regulations in a clear and non-threatening manner.
10. Ability to facilitate meetings and coordinate the work of teams.
11. Ability to work both independently and as part of a team.
12. Ability to manage and prioritize projects effectively to meet office and proposal deadlines.
13. Ability to communicate effectively in oral and written form.

Application Method:

1. Send two (2) copies of application letter together with an up-to-date Curriculum Vitae, copies of academic certificates, transcripts, names and contact information of (3) three contactable referees (Academic, Pastoral & Leadership).
2. Two (2) copies of academic and professional certificates and transcripts.
3. All online applications must be sent in one PDF attachment.

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