



EQUATOR UNIVERSITY OF SCIENCE AND TECHNOLOGY
The Main campus Located in Masaka city behind Masaka Regional Referral
Hospital (MRRH) along the Kigamaba-Kasijjagirwa road
JOB OPPORTUNITIES

Equator University of Science and Technology (EQUaT) is one of Uganda's newest licensed private University, offering a wide range of academic programs accredited by the National Council for Higher Education (NCHE). Among the programs offered are Human Medicine (MBChB) and Dental Surgery, which are available under the Faculty of Health Sciences. The university also offers a Bachelor of Information Technology (BIT) and a Bachelor of Business Administration (BBA) under the Faculty of Business Sciences. IT and Business programmes are also offered at certificate and Diploma levels, including a Higher Education Access Programme, previously known as Higher Education Certificate. EQUaT plans to expand its Academic Programme Profile to include Allied Health Sciences, Postgraduate Diplomas and strategic Masters Degrees with the approval of the NCHE and related regulatory bodies.

We invite applications from suitably qualified candidates to fill the following vacancies. Applicants should submit their applications along with a detailed update CV, copies of all relevant academic documents, proof of previous or current employment (where applicable), and copies of their National ID or Passport (in case of Non-Ugandan Applicants). Applicants are also required to provide the names, telephone contacts, and email addresses of three professional referees who can attest to their professional competencies and ethical standards relevant to the positions applied for. Applications, both in hard and soft copy, should be submitted to the address provided below not later than 15th October 2024.

Please note the Following;

- a) That the salaries and benefits are attractive, merit based and commensurate with the qualifications and experience attached to each position;
- b) All academic staff will be required to develop capacity for online Distance Learning (ODEL);
- c) All applicants must be computer Literate;
- d) Only shortlisted applicants will be contacted;
- e) Female applicants are highly recommended to apply;
- f) The decision to recruit successful candidates will be at the discretion of the University.

The detailed information of this advert may as well be accessed through the University Website www.equosat.ac.ug.

Applications should be addressed to:
The University Secretary
Equator University of Sciences and Technology,
P.O.Box 133243 GPO Kampala (U),
E-mail jobs@equosat.ac.ug.

Vacant Positions Biomedical Science Departments

Positions	Medical Biochemistry	Medical Physiology	Pathology	Pharmacology	Community & Family Medicine	Total
Lecturer	1	1	1	1	1	5

Vacant Positions in the Clinical Departments

Positions	Internal Medicine	Dermatology	Maxillofacial Surgery	Periodontology	Restorative/Conservative Dentistry	Endodontics	Orthodontics	Prosthodontics	Total
Lecturer	2	1	1	1	1	1	1	1	9

Vacant Positions in Science Laboratories

Laboratory	Human Anatomy	Skills Laboratory Tutor	Total
Technician	2	2	4

Vacant Positions in Faculty of Business Science

Positions	Dean of the Faculty	Head of Department of Business Management	Head of Department of Computer Science and Information Technology	Total
Lecturer	1	1	1	3

Vacant Positions in Administrative Departments

Department (s)	Position	Total
Human Resource Office	Administrative Officer	1
Students Affairs	Female Warden	1
	Female Custodian	1
Vice Chancellor's Office	Quality Assurance Officer	1
Academic Registrar	Assistant Academic Registrar	1
Bursary Department	Accounts Assistant	2
Total		7

Qualifications Requirements, Duties and Responsibilities

Position	Minimum Requirements	Duties and Responsibilities
Lecturer	<ol style="list-style-type: none"> 1. A PhD in relevant for non-science; 2. Masters and Bachelor's Degrees or Equivalent qualification in a relevant discipline from a recognized/accredited Institution of Higher learning; 3. Demonstrate evidence of pedagogical skills training at a university level; 4. Have atleast two (2) Publications peer-reviewed in Journals or one book captures Research and Graduate supervision; 5. A good record of community and academic services in accordance with minimum standards. 6. Be registered with the Uganda Medical and Dental Practitioners' Council or any other relevant professional body where applicable for Health Science applicants. 	<ol style="list-style-type: none"> 1. Teaching, examining, compiling and grading of examination results; 2. Research and Publications; 3. Research supervision and Internship Supervision 4. Students' Mentorship
Skills Laboratory Tutor	<ol style="list-style-type: none"> 1. A Bachelors Degree in Nursing Science from a recognised University/Institution; 2. Postgraduate Diploma in Medical Education will be added advantage; 3. At least one year of experience in a similar position. 	<ol style="list-style-type: none"> 1. Coordinate all laboratory functions including classroom lectures, skills laboratory activities and student practice activities; 2. Orients new staff and faculty to the philosophy, learning activities, procedures and policies of the nursing laboratory; 3. Mentoring students and staff about nursing Laboratory skills; 4. Provides direction for work study to students and staff. Monitors performance of lab work study by students and report any problems for administrative supervision; 5. Monitor equipment and supplies for replacement, repairs and disposal. 6. Remain current in the assigned subject matter, adopt techniques of effective instruction through recent clinical experience and/or professional development.
Laboratory Technician	<ol style="list-style-type: none"> 1. Diploma in Medical Laboratory Sciences or equivalent form a recognised Institution 2. Additional training in relevant fields will be an added advantage. 	<ol style="list-style-type: none"> 1. Coordinate all laboratory functions including classroom lectures, skills laboratory activities and student practice activities; 2. Supporting, Plan and oversee academic staff in conducting Laboratory sessions to undergraduate students; 3. Planning and implementing of maintenance schedules and plans for machinery and equipment. 4. Overseeing the implementation of Laboratory Occupational Health and Safety policy, regulations, procedures and guidelines
Dean of the Faculty of Business Science	<ol style="list-style-type: none"> 1. Masters Degree in Information Technology, Business Management or Public Administration. 2. Bachelors Degree or Equivalent qualifications in a relevant discipline 	<ol style="list-style-type: none"> 1. Provide academic leadership and mentorship to the Faculty and students; 2. Participate in the formulation, implementation and evaluation of academic programmes, policies and strategic plans; 3. Co-ordinate teaching and research activities;

	<p>from a recognized/accredited Institution of Higher learning;</p> <ol style="list-style-type: none"> Pedagogical skills training at a University level will be added advantage; Should have proven experience in teaching, Research and Graduate supervision Previous experience in a similar position will be added advantage. 	<ol style="list-style-type: none"> Establish mechanisms and procedures for monitoring teaching and examination standards Recommend formulation of changes, reviews and implementation of specific Faculty Admission and Examination Regulations; Invent new programme, future expansion and mobilisation of resources for realisation of Faculty Strategic plans; Be responsible for all examinations in the Faculty, preparation of examination papers, recommending appointments of external examiners, collating examinations, approving examination results at the Faculty level, forwarding the results to Senate for approval and releasing examination results.
Head of Department	<ol style="list-style-type: none"> Masters Degree in Information Technology, Business Management or Public Administration. Bachelors Degree or Equivalent qualifications in a relevant discipline from a recognized/accredited Institution of Higher learning; Demonstrate evidence of pedagogical skills training at a university level; Should have proven experience in teaching, Research and Graduate supervision Possession of a PhD or on track is added advantage 	<ol style="list-style-type: none"> Provide leadership in the department, develop strong attractive curricula and ensure compliance to the curricula; Supervise and delegate the work of all the staff within the department; Develop and communicate departmental teaching time tables and schedule of activities to staff and students. Advise on the Recruitment, employment, orientation and evaluation of staff performance in the department; Ensure programs meet professional accreditation standards or otherwise strive to follow best practices for the academic discipline. Initiate, review and oversee Memorandums of Understanding at departmental level; Provide recommendations for the departmental budget and programs as well as administer the budget and provide good stewardship of department resources. Monitor and track expenditures; Represent the department to other units of the university, coordinates departmental activities; Ensure compliance to quality and standards to enhance the departmental image and reputation of the department.
Assistant Academic Registrar	<ol style="list-style-type: none"> A Master's Degree in any field Two years' experience in a similar position You must possess excellent technical, analytical, communication and consultation. Proficient in computer literacy including knowledge of software application like word, spreadsheets. 	<ol style="list-style-type: none"> Assist the Academic Registrar to develop, prepare and implement all matters of admissions and registration of students; Organise all applications for admissions and submit then to the Academic Registrar; To organise and submit to the Academic Registrar up-to-date statistics on admissions and student registration; Assist in the preparation of the University catalogue, prospectus, brochures/flyers, student handbooks and other publications related to the office of the Academic Registrar; Develop and maintain an efficient, systematic and accurate record in the unit.; Coordinate and perform activities of the office such as admissions registration, exemption, dead year halted, progress extension, withdraw discontinuation transfers.
Administrative Officer	<ol style="list-style-type: none"> Masters Degree preferably in Human Resource Management, Public Administration from a recognized University with Second class Upper Two years-experience 	<ol style="list-style-type: none"> Oversee the running of the operations of the various activities within the department; Organize, attend, take proceedings of the departmental meetings, communicate and follow up on the decisions of the meetings;

	<ol style="list-style-type: none"> Additional professional training will be an added advantage. 	<ol style="list-style-type: none"> Receive, read, internalize and respond to correspondences/emails where necessary; Plan and schedule activities for the University; Ensure cleanliness and good working environment in the Department; Take proper care of the facilities and equipment in the departments; Assist in the recruitment and onboarding of new staff; insuring timely accurate payment of staff salaries; Looking after the health, safety and welfare of all employees.
Female Warden	<ol style="list-style-type: none"> Bachelor's Degree preferably Education. Two years' experience in a similar position or equivalent; Additional qualification in Counselling and Guidance will be an added advantage 	<ol style="list-style-type: none"> Ensure availability of required facilities in the student's hostel; Carry out counselling and guidance to students; Responsible for student's safety and hygiene in their hostels; Ensure availability of student's health facilities; Ensure that students comply with the students' Rules and Regulations.
Female Custodian	<ol style="list-style-type: none"> Minimum qualifications of O'level education. Holders of Diploma qualifications will have added advantage Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions. Background in handling, mixing, and using cleaning chemicals. Knowledge of occupational hazards safety rules. Communication skill Good conduct and ethics, dealing with students is a requirement. Previous experience in the same job will be added advantage 	<ol style="list-style-type: none"> Assist members of the University Coordinator's department in the discharge of their duties. Assist to ensure discipline and observance of Sharia among the students of the University. Monitor the security and safety of students' properties in halls of residence on and off campus. Ensure cleanliness in and around the hostels Verify room occupancy Conduct checks of facilities and properties Ensure no authorized individuals has the access to hostels Report any breakages and necessary repairs to Management; Student Counselling Perform any other duties assigned from time to time.
Quality Assurance Officer	<ol style="list-style-type: none"> Master's Degree in Educational Management or related field, Additional training in quality Assurance will be added advantage; At least two (2) years-experience in a similar position with a reputable University. 	<ol style="list-style-type: none"> Take led in the formulation of the University's Quality Assurance Policies and Practices and monitor their implementation across the University; Responsible for the strategic Planning to achieve the objectives of the University quality Assurance Frame work; Identify, develop and promote the University's quality assurance protocols and mechanisms; Coordinate the process of institutional self-assessments and accreditation of academic programmes; Training and coaching University staff on quality related matters.
Accounts Assistant	<ol style="list-style-type: none"> BBA or BBS majoring in accounting from a recognised University. Two years' experience in a similar position in a reputable institution is an added advantage 	<ol style="list-style-type: none"> Manager accounts payable including bill payments, salaries, petty cash and receivables through cash, cheques or vouchers in a timely manner; Prepare monthly trial balance and bank reconciliation statements; Maintain Debtors and Creditors; Ensure correct billing of students for fees in accordance with the University policies