



## **EQUATOR UNIVERSITY OF SCIENCE AND TECHNOLOGY**

Located behind Masaka Regional Referral Hospital (MRRH)  
along the Kigamba-Kasijjagirwa road, MASAKA City Uganda.

### **JOB OPPORTUNITIES JUNE 2025**

Equator University of Science and Technology (EQUaT) is one of Uganda's newest Quality Private Universities offering a wide range of academic programs accredited by the National Council for Higher Education (NCHE). Among the programs offered are Bachelor of Medicine and Bachelor of Surgery (MBChB); Bachelor of Dental Surgery (BDS); Bachelor of Information Technology (BIT); Bachelor of Business Administration (BBA), and Bachelor of Science in Public Health. There are also academic programmes at certificate, and Diploma levels in Information Technology, Computer Science, and Business Administration. In addition, the University through its Science, Technology, Innovation and Entrepreneurship HUB (STIE-Hub) offers several short term non-academic programmes in vocational skilling, entrepreneurship, computing, data science among others.

EQUaT is recruiting and invites qualified, competent, skilled and highly motivated human resources to fill vacancies as outlined in this advert. Applicants should submit their applications (in soft copy) and 5 hard copies along with detailed and updated CVs, copies of all relevant academic documents, proof of previous or current employment, promotions etc (where applicable), and copies of their National IDs or Passports. Applicants are also required to provide names, telephone contacts, and email addresses of three reachable (email, phone and whatsapp) professional and work referees who can attest to their good character, professional competencies, adherence to ethical standards and good standing. EQUaT does not discriminate in any way and all candidates

are treated and handled in their own merit regardless of gender, religion, nationality, ethnicity, colour, disability etc.

**Prospective applicants are required to note the following:**

- a) All positions will be on a full time basis as per the University terms and conditions
- b) Applicants will be expected to present their academic documents, and other valid certificates of registration and practice where applicable.
- c) All academic qualifications and related documents must have been obtained from recognized institutions
- d) Applicants with qualifications obtained outside the East Africa Region will be required to equate them with the National Council for Higher Education.
- e) Salaries and benefits are attractive and commensurate with the qualifications and experience attached to each position and the candidate's merit;
- f) All academic staff will be required to develop capacity for online Distance Learning (ODeL) and blended delivery and must be computer Literate;
- g) Only shortlisted applicants will be contacted;
- h) Female applicants are encouraged to apply;
- i) The detailed information of this advert may as well be accessed through the University Website <https://equsat.ac.ug/jobs>
- j) Closing dates to receive applications is 20<sup>th</sup> June 2025. Interviews for shortlisted candidates will be held by 15<sup>th</sup> July, 2025.
- k) The decision to recruit successful candidates will be at the discretion of the University.

**Applications should be addressed to:**

The University Secretary,  
Equator University of Sciences and Technology,  
P. O. Box 133243 GPO Kampala (U),  
Physical Delivery Address: Kasijjagirwa Road, Masaka City, near the Masaka Regional Referral Hospital  
E-mail [jobs@equsat.ac.ug](mailto:jobs@equsat.ac.ug).

Position	Minimum Qualifications/Work Experience and other job requirements	Duties and Responsibilities
<b>Academic Registrar (1)</b>	<ol style="list-style-type: none"> <li>1. Minimum of a Masters Degree degree with an excellent record in teaching, research and administration.</li> <li>2. At least 3 years of working experience, two of which must be at Management level in a reputable Institution of higher learning.</li> <li>3. Should have broad knowledge of academic ERP systems.</li> <li>4. Prior experience in Curriculum development, teaching, research and publication, examination management and assessments.</li> <li>5. Must be industrious, self-driven and ready to work for long hours.</li> <li>6. Excellent interpersonal relationship and communication skills.</li> <li>7. Knowledgeable and skilled to handle student academic and other needs</li> <li>8. Good track record of</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive and process applications for admissions and submit them to the Admissions Committee for consideration;</li> <li>2. Ensure that all students admitted, registered and graduate fulfil the minimum entry requirements and standards</li> <li>3. Prepare and implement all matters regarding admissions, registration and graduation of students;</li> <li>4. Develop and maintain an efficient, systematic and accurate record to do with admissions, registration, teaching and learning and graduation lists by use of the ERP system.</li> <li>5. Assist to Coordinate and perform activities related to admissions, registration, transfers, exemption, dead year halted, progress extension, withdraw, discontinuation among others;</li> <li>6. Prepare hand books in regard to admissions, registrations, graduation policies, rules and regulations to students;</li> <li>7. Implement rules and regulations of the university that are directly related with the functions of the department in accordance with the policies and directives of the organs of the University.</li> </ol>

	<p>successful supervisory experience in a people-oriented University or higher education environment.</p> <p>9. Be able to expand on the marketing drives for student enrollment and attracting of high calibre Academic and Research staff</p> <p>10. A PhD qualification will be an added advantage</p>	<p>8. Work towards ensuring provision of professional, efficient and timely services of the department</p> <p>9. Work with the Marketing department in the advertisement of different programs for the interested candidates to join the programs;</p> <p>10. Ensure that the academic ceremonies and graduations are successfully organized and conducted.</p> <p>11. Prepare and disseminate information regarding commencement of teaching, teaching time tables and examination schedules such as preparations of examination time tables, issuing of examination cards, enforcement of examination rules and regulations, management of examination results</p> <p>12. Monitor students' academic progress, ensure safe custody of students' examination results, verify and certify students' completion requirements, and issue academic qualification documents to students who meet all academic requirements;</p> <p>13. Workout and issue academic almanac and university catalog i.e (Academic programs and Course descriptions)</p> <p>14. Contribute to the development, review and implementation of the University's academic rules and regulations including examinations, students' complaints, academic appeals and misconduct;</p> <p>15. Coordination and management of examinations, marking and processing of</p>
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		<p>examination results;</p> <p>16. Organize and Monitor both Internal and external Examinations processes;</p> <p>17. Ensure proper functioning of the Senate and other Senate Committees such as Examinations Committee, Faculty Boards among others;</p> <p>18. Prepare business related to teaching and learning, Examinations and students results and present to Senate meetings for discussion and decision making;</p> <p>19. Compile and implement Senate decisions that are related to all activities of the department.</p>
<b>Dean, Faculty of Business Sciences (1)</b>	<p>1. A PhD qualification either in Business Sciences, Computer Science or Information Technology</p> <p>2. At least 2 years of service as a head of Department in a higher Education Institution</p> <p>3. Additional Management and leadership training will be added advantage</p> <p>4. Proof of academic publications will be added advantage</p>	<p>1. Oversee the academic, administrative and financial affairs of the Faculty</p> <p>2. Supervise Heads of Departments in the Faculty</p> <p>3. Ensure supervision of the delivery of curricular of existing academic programmes and launch new ones</p> <p>4. Support Research and Innovation among Faculty members and students</p> <p>5. Support quality assurance compliance in all activities of the Faculty</p> <p>6. Perform any other duties and roles as may be determined by the University authority</p>
<b>Head, Department Computer Science and Information Technology (1)</b>	<p>1. A Masters Degree in Computer Science or Information Technology</p> <p>2. At least 3 years of relevant teaching experience in a higher education institution</p>	<p>1. Oversee the academic, administrative and financial affairs of the department</p> <p>2. Supervise all academic and other support attached to the department</p> <p>3. Oversee all delivery of programmes offered by the department or others serviced by the</p>

	3. A PhD will be added advantage	<p>department</p> <p>4. Ensure curriculum compliance, staff and student attendance</p> <p>5. Support quality assurance compliance in all activities of the Department</p> <p>6. Perform any other duties and roles as may be determined by the University authority</p>
<b>University Secretary (1)</b>	<p>1. A Masters Degree in either Human Resource Management, Business Administration (HR option), Public Administration, Law (Advocate of the High Court), Educational planning and Management, or any related field.</p> <p>2. At least 2 years of working experience in administration and at a senior level in a reputable organization in a similar or related position in a University or Higher Education Institution.</p> <p>3. Practical Knowledge of ERP Human Resource Management System.</p> <p>4. A clear understanding and ability to uphold provisions of the Leadership code act, 2022.</p> <p>5. A PhD will be an added</p>	<p>1. Set performance objectives and performance appraisals assessment criteria for all staff.</p> <p>2. Prepare a systematic training programme for academic and non-academic staff.</p> <p>3. Recommend the acquisition and utilization of working facilities for all staff categories.</p> <p>4. Handle staff annual and other leaves.</p> <p>5. Manage effective health and safety programmes for university staff.</p> <p>6. Manage code of ethics and general conduct of staff.</p> <p>7. Initiate disciplinary action against staff.</p> <p>8. Initiate recruitment, motivation and retention policies.</p> <p>9. Prepare and issue identity cards to staff.</p> <p>10. Keep records of meetings of University Management and selected Senate Committees.</p> <p>11. Keep records of university employees.</p> <p>12. Keep and secure university documents, MOUs, Contracts and Agreements.</p> <p>13. Ensure appropriate implementation of existing MOU's and agreements between EQUaT -Projects, with institutions, companies, individuals or as the case may be.</p> <p>14. Perform any other duty assigned you from</p>

	advantage	time to time by the University Authority.
<b>Librarian (1)</b>	<ol style="list-style-type: none"> <li>1. Masters degree in Library Information Science or related field.</li> <li>2. At least three years experience from a recognized University or higher education institutions</li> <li>3. Possession of multiple usage skills of library information systems</li> <li>4. Management, administration skills and competencies</li> <li>5. A PhD will be an added advantage</li> </ol>	<ol style="list-style-type: none"> <li>1. Responsible for selecting, developing, cataloging and classifying library resources;</li> <li>2. Enhancing and improving the library's learning environment and the engagement of students and staff in that environment;</li> <li>3. Recommend the appointment of personnel; training and supervise employees and evaluate their performance as required;</li> <li>4. Handle users' complaints according to established library and the University policies and procedures;</li> <li>5. Assist in preparations of the budget, make recommendations for staffing, equipment, materials and supplies and manages applicable areas of the approved budget;</li> <li>6. Take charge of the administration of the library department;</li> <li>7. Coordinate and conduct library user education programs;</li> <li>8. To support independent research and learning by developing information technology facilities to enable access to electronic library resources;</li> <li>9. To work with academic departments and ascertain library user needs and liaise with relevant authorities for the procurement of</li> </ol>

		<p>reading materials;</p> <p>10. Maintain an awareness and observation of fire and health and safety regulations in the laboratories;</p> <p>11. Support the development of and preparations of the Open Distance e-Learning (ODEL) materials;</p> <p>12. Ensure proper functioning of the Library e-resource centre</p> <p>13. Perform any other duties as may be assigned by your immediate supervisor.</p>
<b>Library Assistants (2)</b>	<p>Diploma in Library Science or Records Management; additional qualifications and at least one year work experience in a library setting or a busy records office will be added advantage</p>	<p>1. Assist the Librarian with core library activities and willingness to work on different shifts including and not limited to evening, weekend and when called upon.</p> <p>2. To manage library resources, perform clerical tasks to support the library's operations.</p> <p>3. Assist to locate materials, checking books in and out, assisting with cataloging and shelving.</p> <p>4. Perform any other duties as may be determined by the university authorities.</p>
<b>Administrative Assistants (2)</b>	<p>1. Bachelors Degree in Office Management; Secretarial Studies or related disciplines</p> <p>2. At least two years of work experience in a reputable organization or higher education institution</p> <p>3. A Masters degree will be added advantage</p>	<p>1. Oversee the running of the operations of the Departments/Faculty/School;</p> <p>2. Maintain record keeping systems and schedules ie. Assist in developing and coordinating program schedules;</p> <p>3. Receive, read, internalize and respond to correspondences/emails.</p> <p>4. Coordinate specific activities and events of assigned office and arrange for ancillary</p>



		<p>services such as program registration, classes, seminars, conferences and events as assigned;</p> <ol style="list-style-type: none"> <li>5. Coordinate between supervisor, program, staff, students and the entire university community;</li> <li>6. Organize office systems by contributing to the development of office policies and procedures;</li> <li>7. Organize, attend and take proceedings of the departmental meetings</li> <li>8. Perform any other duties or roles as may be determined by the University authority</li> </ol>
<b>Quality Assurance Assistant (1)</b>	<ol style="list-style-type: none"> <li>1. Bachelors Degree in Statistics, Mathematics, Economics, or a Science related Degree</li> <li>2. Postgraduate training will be added advantage</li> <li>3. At least one year work experience in a reputable institution or organization</li> </ol>	<ol style="list-style-type: none"> <li>1. Oversee operations of all activities and monitor quality assurance procedures at the University;</li> <li>2. Promote the culture of quality and support information and training initiatives in collaboration with the relevant administrative structures of the University;</li> <li>3. Propose methods, tools and procedures to achieve quality assurance objectives, with particular reference to teaching, planning, monitoring and self-assessment of the University's programs/activities;</li> <li>4. Responsible for the students and staff attendance records and facilitating management and operational reporting requirements in relation to the work of the quality assurance and enhancement team,</li> </ol>

		<p>and ensure the production and circulation of relevant, accurate and timely data;</p> <ol style="list-style-type: none"> <li>5. Institute suitable systems and processes to ensure that quality standards and appropriate ethical standards are met;</li> <li>6. Evaluating and ensuring quality and standards of the University Administration and management, teaching and learning and writing reports thereafter;</li> <li>7. Provide advice and Support to faculties and departments in planning and internal reviews to be able to provide effective feedback for improvement;</li> <li>8. Perform any other duties or roles as may determined by the University authorities</li> </ol>
<b>LECTURER POSITIONS PER SPECIALIZATION</b>	<b>As described per area of specialization and the required qualifications</b>	<b>Roles, Functions and abridged job description applies to all lecturer positions</b>
<b>Anatomy (2)</b>	<ol style="list-style-type: none"> <li>1. Bsc Anatomy; Msc Anatomy; PhD Anatomy will be added advantage;</li> <li>2. Candidates with a Bachelors Degree in Medicine, Pharmacy, Dentistry or Nursing with Masters Degree in Anatomy are encouraged to apply.</li> <li>3. At least 2 years of work experience</li> </ol>	<ol style="list-style-type: none"> <li>1. Responsible for managing taught programmes, including oversight of day-to-day operational processes including but not limited to: timetabling, assessment, and examination;</li> <li>2. Ensure that programme design and delivery comply with the quality standards and regulations of the regulatory bodies and the University;</li> <li>3. Deliver a wide range of effective and inclusive teaching and supporting learning activities;</li> </ol>

		<ol style="list-style-type: none"> <li>4. Assess the work and progress of students with reference to defined criteria;</li> <li>5. Provide constructive feedback and continuous counselling and guidance to students;</li> <li>6. Improve performance by reflecting on teaching format, delivery, obtaining and analyzing feedback from students;</li> <li>7. Develop and apply innovative and appropriate teaching and research techniques and materials which create interest, students' understanding and enthusiasm;</li> <li>8. Contribute to Research and Innovation in area of specialization and/or multidisciplinary projects</li> <li>9. Conduct practicals, internships, placements and practice as may be required by the curriculum or departmental needs.</li> <li>10. Participate in off campus and community engagement activities</li> <li>11. Perform any other duties as detailed in the contract or as may be assigned by the University authority</li> </ol>
<b>Physiology (2)</b>	<ol style="list-style-type: none"> <li>1. Bsc Physiology; Msc Physiology;</li> <li>2. PhD Physiology will be added</li> </ol>	Same

	<p>advantage;</p> <p>3. Candidates with a Bachelors Degree in Medicine, Pharmacy, Dentistry or Nursing with Masters Degree in Physiology are encouraged to apply.</p> <p>4. At least 2 years of work experience</p>	
<b>Pathology (2)</b>	<p>1. Bachelor of Medicine and Bachelor of Surgery OR Bachelor of Veterinary Medicine; Msc in Medicine in Pathology.</p> <p>2. Candidates with a Bachelors Degree in Medicine, Pharmacy, Dentistry or Nursing and a Masters Degree in Pathology are encouraged to apply.</p> <p>3. At least 2 years of work experience</p>	Same
<b>Biochemistry (2)</b>	<p>1. Bsc Biochemistry; Msc Biochemistry; PhD Biochemistry will be added advantage;</p> <p>2. Candidates with a Bachelors Degree in Medicine, Pharmacy, Dentistry or Nursing with Masters Degree in Biochemistry are encouraged to apply.</p> <p>3. At least 2 years of work experience</p>	Same
<b>Pharmacology (2)</b>	<p>1. Bsc Pharmacology; Msc Pharmacology; PhD Pharmacology will be added advantage;</p> <p>2. Candidates with a Bachelors Degree in, Pharmacy, or Medicine</p>	Same

	<p>and with Masters Degree in Pharmacology are encouraged to apply.</p> <p>3. At least 2 years of work experience</p>	
<b>Microbiology (2)</b>	<p>1. Bsc Microbiology; Msc Microbiology; PhD Microbiology will be added advantage;</p> <p>2. Candidates with a Bachelors Degree in Medicine, Pharmacy, Dentistry or Nursing with Masters Degree in Microbiology are encouraged to apply.</p> <p>3. At least 2 years of work experience</p>	same
<b>General Surgery (2)</b>	<p>1. Bachelor of Medicine and Bachelor of Surgery; Masters in Medicine General Surgery;</p> <p>2. Fellowship Holders are encouraged to apply</p> <p>3. At least one year of work experience</p>	Same
<b>Orthopaedics Surgery (1)</b>	<p>1. Bachelor of Medicine and Bachelor of Surgery; Masters in Medicine Orthopaedics Surgery;</p> <p>2. Fellowship Holders are encouraged to apply</p> <p>3. At least one year of work experience</p>	Same
<b>Internal Medicine (2)</b>	<p>1. Bachelor of Medicine and Bachelor of Surgery; Masters in Internal Medicine;</p> <p>2. Fellowship Holders are encouraged to apply</p>	Same

	3. At least one year of work experience	
<b>Obstetrics and Gynaecology (2)</b>	1. Bachelor of Medicine and Bachelor of Surgery; Masters in Obstetrics and Gynaecology; 2. Fellowship Holders are encouraged to apply 3. At least one year of experience	Same
<b>Paediatrics (2)</b>	1. Bachelor of Medicine and Bachelor of Surgery; Masters in Paediatrics and Child Health;	Same
<b>Public and Community Health (4)</b>	1. Bsc Public Health; Msc Public Health; 2. Holders of Bachelor of Medicine and Surgery; Veterinary Medicine, Dental Surgery, Pharmacy or Nursing and a Masters Degree in Public Health are encouraged to apply 3. At least one year of work experience	Same
<b>Registered Nurse Clinical/Tutorship (2)</b>	1. Diploma in Nursing and Registered with the UNMC 2. At least 2 years of work experience	Same
<b>Computer Science (2)</b>	1. Bachelors Degree in Computer Science; Msc in Computer Science; 2. PhD in Computer Science is an added advantage 3. At least 2 years of work experience	Same
<b>Information Technology (2)</b>	1. Bachelor of Information; Masters in Information	Same

	Technology 2. A PhD in Information Technology will be added advantage	
<b>Business Administration (2)</b>	1. Bachelors Degree in Business Administration; Masters in Business Administration; 2. PhD in Business Administration will be added advantage 3. At least 2 years of work experience	Same
<b>Operative Dentistry (1)</b>	1. Bachelor of Dental Surgery; Masters in Operative Dentistry 2. At least 2 years of work experience	Same
<b>Prosthetics Dentistry (1)</b>	1. Bachelor of Dental Surgery; Masters in Prosthetics Dentistry 2. At least 2 years of work experience	Same
<b>Orthodontics (1)</b>	1. Bachelor of Dental Surgery; Masters in Orthodontics Dentistry 2. At least 2 years of work experience	Same
<b>Prosthodontics (1)</b>	1. Bachelor of Dental Surgery; Masters in Prosthodontic Dentistry 2. At least 2 years of work experience	Same
<b>Dental Technician</b>	1. Diploma in Dentistry as a Technician and can serve in various labs in the dentistry department	1. To design, fabricate, and repair dental prosthetics and other dental appliances.

	<p>2. At least one year of work experience</p> <p>3. Degree holders after upgrading will be added advantage.</p>	<p>2. Work in dental laboratories, and dentists to create custom solutions for patients' dental needs.</p> <p>3. May be assigned laboratory tasks in restorative, conservative, orthodontic, maxillofacial and prosthodontic dentistry</p> <p>4. Responsible for initial lab materials, instruments and equipment maintainance and care</p> <p>5. Assist in procedures that support student demonstrations, practicals and learning</p> <p>6. Perform any other duties as may be determined by the University authorities.</p>
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