

ALL SAINTS UNIVERSITY LANGO (ASUL)



JOB DESCRIPTION FOR UNIVERSITY EMPLOYEES

MAY, 2024

INTRODUCTION

The job descriptions in this document are given with the view that All Saints University Lango will grow and that as it grows, it will need people to serve it at different levels in different positions. It is not that the positions should be filled now but that as the volume of work increases, university should be able to readily fill needed positions without wasting time.

Many of the positions that have been given may not be necessary. For instance, the university may not need Halls of residence or Hostels to warrant appointment of Wardens to manage them. It is hoped that university will be able to use this document as and when need arises. The document is meant to guide the university in the choice of which positions can be filled at moments of need and the university can create new positions to address new changes. Of course, this will always be done with the approval of University Council.

ALL SAINTS UNIVERSITY LANGO

JOB DESCRIPTIONS

The following positions or job titles are given together with their job descriptions:

1. OFFICE OF THE VICE CHANCELLOR

JB 1 JOB TITLE: VICE CHANCELLOR

Salary scale:

Responsible to: -University Council
 -Chancellor

Responsible for:

Directly:

- Deputy Vice Chancellor / Finance & Administration
- Deputy Vice Chancellor / Academic Affairs
- University Secretary
- Chief Internal Auditor
- Senior Public Relations & Marketing Officer
- University Librarian
- Dean of Students
- Director, Consultancy Bureau

Indirectly

- Deans/Directors of Faculties/Schools/Institutes
- Director of Planning & Development
- Academic Registrar
- Dean of Students

Purpose of the job

- To provide academic and administrative leadership to the University
- To be responsible to Council in the effective management of the Institution and for the efficient use of resources, human, fiscal and capital in compliance with the University Regulations.

KEY FUNCTIONS

(a) Policy and Planning Formulation

- Spearhead the continuous development and review of the vision, mission, objectives and policies designed to achieve academic and professional excellence in the University programmes.
- Promote an understanding among all concerned of the vision and mission of the University.
- Co-ordinate the development of policies, plans and programs of the University based on a strategic overview of the University and their environments to enable it realize its vision and mission.
- Mobilize and procure internally and externally the resources necessary for the implementation of the University policies, plans and programmes.

(b) Management and Fiscal Control

- As the Chief Executive of the University, responsible for maintaining the efficiency, effectiveness and good governance of the University.
- Provide efficient leadership to the University through the formulation and implementation of strategic management plans.
- Oversee the procurement and fair allocation of resources to various Faculties/Schools/Institutes and other operating units.

(c) Responsible to Council

- Sit on the University Council and present the University position and recommendations on various issues and problems. Propose major policy initiatives for Council's approval.
- Submit reports to the Council during scheduled meetings or as prescribed by the University Act and Regulations on the programs, polices and activities of the University.

- Responsible to the Council for the general conduct and discipline of students.

(d) Responsible of Senate

- As Chairperson of the Senate, directs the implementation of Senate decisions.

(e) External Liaison

- Represent the University externally in order to promote awareness and understanding of the University's mission, objectives, policies and programs and is accountable for resources entrusted to it.
- Key Spokesperson of the University on all matters that affect the general welfare of the University.

KEY OUTPUT

- Existence of unambiguous vision / mission statements, policies, plans and procedures that complement the University objectives.
- Clear understanding of the University's objectives by staff, students and the community at large.
- Availability of adequate resources and facilities and their efficient and effective allocation and utilization.
- High caliber staff appointed and high academic and administrative standards maintained.
- Harmonious relations between academic and non-academic, divisions, departments and staff of the University.

PERSON SPECIFICATIONS

- A person possessing outstanding academic qualifications and administrative experience and capability.
- Should have a Ph.D. degree from a recognized University and should be at the level of Professor.
- Should have excellent record of scholarship, administration, teaching, research and service to the public of not less than ten (10) years.

- Should have extensive knowledge and five (5) years experience of University systems.
- Should have good interpersonal relations.
- Should have good management communication, public relations and negotiation skills.

JD 2 JOB TITLE: DEPUTY VICE CHANCELLOR (ACADEMIC AFFAIRS)

Salary Scale:

Responsible to: Vice Chancellor

Responsible for

- Academic Registrar
- Director of School of Postgraduate Students
- Deans/Directors of Faculties/Schools/Institutes.

PURPOSE OF THE JOB

- To provide leadership and coordination of academic and academic research matters.
- To ensure effective and efficient implementation of policies, teaching and research programmes.
- To promote and maintain academic standards of the University.

KEY FUNCTIONS

- Initiate, obtain approval of and promote policies, plans and programs that will enhance the academic and professional excellence of the University.
- Oversee the creation of, coordinate the implementation of and review of a policy framework to ensure that effective institutional structures and mechanisms exist for monitoring and quality, the standards and the management of the University's academic programmes.
- Oversee the preparation of budgets for all Faculties/Schools/Institutes.
- Ensure proper planning and coordination of undergraduate and postgraduate academic programmes..
- Ensure that all examinations are set and marked in accordance with established regulations.
- Coordinate the appointment of external examiners.
- Oversee the selection and admission of qualified students.
- Oversee the recruitment of qualified Professors and Lecturers.
- Maintain all students' records and issue of transcript and certificates.

- Coordinate the development of research programmes by liaising with Deans/Directors of Faculties / Institutes and Schools and submit them to Senate and Council for approval.
- Ensure effective maximum utilization of teaching and research facilities.
- Complete and submit to Council through the Vice Chancellor for approval, the research budget of the University that will enable staff to carry out at least one or two major joint or individual research projects in a Faculty / School/Institute, for a advancement of knowledge or for problem solving as well as allowing significant findings to be published as books or activities in professional journals.

KEY OUTPUT

- Existence of comprehensive and sound academic policies plans and programmes
- High academic standards internationally accepted
- Budgets for all Faculties/School/Institute.
- Improvement in teaching standards and methods.
- Distinguished scholars recruited and retained.
- Research projects carried out successfully and publications made.
- Number and quality of seminars, workshops, symposia, and conferences held to discuss and disseminate research findings.

PERSON SPECIFICATIONS

- Should have a Ph.D. degree with excellent record of teaching and administration
- Should have proven five (5) years experience of University management and academic systems and should be at the rank of a Professor.
- Should have quantitative and qualitative research design ability.
- Should have good managerial, communication and public relations skills.

JD3 JOB TITLE: DEPUTY VICE CHANCELLOR (FINANCE & ADMINISTRATION)

Salary Scale:

Responsible to: Vice Chancellor

Responsible for:

- University Bursar
- Director Planning and Development
- Senior Human Resource Dev. Officer

- Chief Security Officer
- Manager / Estates and Transport Management
- Administrative Assistant

PURPOSE OF THE JOB

- To ensure efficient and sound financial and human resource management of the University.
- To ensure proper management and utilization of estates and assets of the University.

KEY FUNCTIONS

a) Academic

- Coordinate the preparation of the University annual budget and submit to Council for approval.
- Develop and put in place a policy framework for the development and management of the University's accounting procedures, manuals and other documents relating to Financial control and management as per approved financial regulations
- Monitor income and expenditure of all income generating units for compliance with the University's approved plans and budgets.
- Ensure and coordinate the production of University-wide financial reports by Faculties/Schools and Institutes.
- Ensure the production of Final Audited Accounts of the University on time.

b) Administration

- Recruitment and management of staff in accordance with University policies and procedures.
- Interpretation and monitoring of the effective implementation of terms and conditions of service of the University.
- Development and review of personnel procedures, manuals, scheme of service and terms and conditions of service.
- Preparation and review of departmental budgets, manpower plans and estimates in consultation with Deans/Directors of Faculties/Schools/Institutes.

- Ensuring efficient and effective management of retirement benefit schemes and all matters relating to compensation and labour relations.
- Development and preparation of human resource development programs and monitoring of its implementation.
- Soliciting and mobilizing funds for staff development.

c) Estates and Assets

- Ensure transparent and accountable value for money procurement
- Ensure effective and efficient management and utilization of Estates and assets.
- Ensure well-coordinated and planned development of land belonging to the University.

KEY OUTPUTS

- A well co-ordinated University Budget prepared
- Effective accounting procedures, manuals and control systems put in place.
- Timely financial statements produced
- The amount of income derived from investments. Amount of revenue from non-traditional source.
- Effective and efficient implementation of Terms and Conditions of service implemented.
- High staff morale and productivity.
- Computerized functions within the Department.
- Up-to-date assets register maintained.
- Buildings renovated or repaired.

PERSON SPECIFICATIONS

- Should have a Ph.D Degree
- Should have sound knowledge and experience in educational institution finance and management.
- Should have proven experience in Human resource management field and must have five years experience in University administration.
- Should have good communication, interpersonal and labour relations skills.

JD4 JOB TITLE: SENIOR PUBLICATIONS AND MARKETING OFFICER

Salary Scale:

Responsible to: Vice Chancellor

Responsible for: Public Relations and Marketing Officer

PURPOSE OF THE JOB

- To market the University programs and other activities to the people in and outside Uganda.
- To provide information in the broadest sense about the University's activities to the people of Uganda and the International community.
- To act as a link between the University and the public.
- To project the image of the University positively and sanitize the public about its role in education.

MAIN FUNCTIONS

- Projecting and promoting the University image to the people and students in various institutions and schools.
- Overseeing developing programs to be put in Mass Media that will make people interested in the University's activities and ensures appropriate recognition and support of its contribution and achievements to the provision of higher education.
- Overseeing preparing and producing information about the University's programmes and activities through newsletters, bulletins, press releases and other publications.
- Marketing the University programs through advertisements, exhibitions, radio and television talks, shows, and manuals or bulletins and conferences.
- Making arrangements and preparations for University functions such as graduations.
- Providing feedback to management on the opinion of the public about the University.
- Attending to public complaints about the University activities.
- Advising the Vice-Chancellor on the right course of action to take on major public complaints published in mass-media or in letters addressed to the Vice Chancellor.
- Appraising the performance of staff in the section and recommend appropriate action.
- Overseeing the preparation of market surveys on the University's products and service.

KEY OUTPUTS

- Good image of the University projected

- Programs on the University activities developed and put in mass media to educate the public about the University's activities.
- Newsletters, bulletins and press releases prepared on the University's programmes.
- University's programmes well marketed through mass media, exhibitions, manuals, conferences etc.
- University functions well prepared and arranged.
- Public complaints attended to.
- Vice-chancellor properly advised about major public complaints
- Staff performance appraised.

CONTACTS

- Official visitors to the University
- Members of public

PERSON SPECIFICATIONS

- Should have a minimum of four years experience on public relations and marketing duties in a reputable public or private organization.
- A minimum of a Master's degree in relevant fields.
- Good communication, interpersonal and leadership skills.
- Should be computer literate.

JD5 JOB TITLE: PUBLIC RELATIONS AND MARKETING OFFICER

Salary Scale:

Responsible to: Senior Public Relations and Marketing Officer

- Responsible for:
- Asst. Public Relations and Marketing officer
 - Administrative Assistant
 - Administrative Secretary

Duties shall be:

- Prepares and implements public relation plan and programme which meet and promote the University image.
- Responsible for receiving official visitors and authorized public.
- Makes arrangements and maintains positive media relations through press conferences articles, press releases, radio and TV programme.

- Responsible for facilitating and improving on the flow and dissemination of information within the University.
- Guide the public and clients on how, where and when to obtain the University services.
- Responsible for coordinating the organization and facilitation arrangements of all the University's official and social functions.
- Responsible for advertising all the University programmes.
- Initiate programmes and activities that will enhance a better understanding of the internal operations of the University by all members of the University community.
- Advise the Vice Chancellor on press issues and through the press, promote and protect the image of the University.
- Forge beneficial linkages with organizations in aspects relevant to the achievement of the University's mission.
- Promote good public relations by the University staff dealing or interacting directly with its public.
- Perform any other duties that may be assigned by the Vice-Chancellor.

PERSON SPECIFICATIONS

- Should have a minimum of three years experience on public relations and marketing duties in a reputable public or private organization.
- A minimum of Master's degree in relevant fields.
- Good communication, interpersonal and leadership skills.
- Should be computer literate

JD6 JOB TITLE: ASSISTANT PUBLIC RELATIONS AND MARKETING OFFICER

Salary Scale:

- Responsible to: - Public Relations and Marketing Officer
- Responsible for: - Administrative Assistant
- Administrative Secretary

Duties shall be:

- Responsible for receiving all official visitors and authorized public.
- Responsible for facilitating and improving on the flow and dissemination of information within the University.

- Guide the public and clients on how, where and when to obtain the University services.
- Responsible for coordinating the organization and facilitation arrangements of all the University's official and social functions.
- Assist in advertising all the University programmes.
- Responsible for the orientation of newly recruited staff.
- Initiate programme and activities that will enhance a better understanding of the internal operations of the University by all members of the University community.
- Advise the Vice chancellor on press issues and through the press, promote and protect the image of the University.
- Promote good public relations by the University staff dealing or interacting directly with its public.
- Perform any other duties that may be assigned by the Vice-Chancellor.

PERSON SPECIFICATIONS

- Should have a minimum of two years experience on public relations and marketing duties in a reputable public or private organization.
- A minimum of Bachelor's degree in Mass communication or any other relevant fields.
- Good communication, interpersonal and leadership skills.
- Should be computer literate

JD7 JOB TITLE: ADMINISTRATIVE ASSISTANT

Salary Scale:

Responsible to: Head of Department

Responsible for: - Administrative Assistant
 - Office Attendant

Duties shall be:

- Maintaining and organizing the office in an orderly manner
- Supervise the support staff and ensure all records are properly kept.
- Supervise file movement system and provide appropriate guidance.
- Monitoring an inventory of office equipment and furniture in the department.
- Follow up actions required at the Estates, Security and Medical sections.

- Assist in soliciting data and information required from teaching and non teaching departments
- Ensuring cleanness of the offices.

PERSON SPECIFICATIONS

- Should have a Bachelor's degree
- Should have an understanding and positive attitude towards staff and be able to advise them.
- Should have good interpersonal skills.
- Should be computer literate

JD8 JOB TITLE: ADMINISTRATIVE SECRETARY

Salary Scale:

Responsible to: Head of Department

- Responsible for:
- Secretary
 - Office Attendant

Duties shall be:

- Provides efficient secretarial services at all times.
- Performs some administrative functions to relieve the Vice-Chancellor of clerical and routine administrative duties.
- Drafts appropriate correspondences, receives, sorts, and distributes incoming mails.
- Dispatches and supervises outgoing mails both internal and external as well as storage and retrieving documents.
- Provide support in arranging meetings, conferences, letters and reports.
- Ensuring that relevant documents for meetings and speeches are organized and produced on time and ensuring timely work and information flow to and from the office.
- Arranging for the Vice-Chancellor's appointments for meetings within and outside the University.
- Booking for both local and international travel, confirming the freight and hotel reservations.
- Attends to all visitors by ascertaining the nature of business and directing them to appropriate officers.
- Ensure the maintenance, storage, security and retrieval of files and documents.

- Schedules appointments and screens requests for meetings, synchronize and updates the diary.
- Locates and attaches appropriate files to correspondence to queries to be answered by the Vice Chancellor.
- Responds to telephone inquiries, placing out-going mails and handling both incoming and outgoing faxes, email and downloading.
- Requisitions and manages office stationary and handles office imprest (photocopying and petty cash).
- Secretary to Central Executive Committee.
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- Perform any other official duties as may be assigned by the Vice Chancellor.

PERSON SPECIFICATIONS

- Should have a Bachelor's degree in Secretarial Science
- Should have understanding and positive attitude towards staff and be able to advise them.
- Should have good interpersonal skills.
- Should be computer literate

2. OFFICE OF THE UNIVERSITY SECRETARY

JB9: JOB TITLE: UNIVERSITY SECRETARY

Salary scale:

Responsible to: - Vice Chancellor
-The council

Responsible for: - University Bursar
- Director, Medical Services
- Deputy Secretary (Administration & Council Affairs)
- Deputy Secretary (Human Resource Management)
- Senior Assistant Secretary
- Senior Procurement Officer
- Senior Security Officer
- Estates Manager

PURPOSE OF THE JOB

- To provide professional leadership and guidance in the delivery of management, legal, administrative and medical support services.
- To provide advice and interpretation on the implementation of Council policies and decisions.
- To coordinate the preparation of the annual budget and to ensure proper and efficient utilization of funds.
- To oversee and assist accounting officer in all matters relating to all revenue and expenditure of the University.

KEY FUNCTIONS

- Providing professional advice and guidance as well as interpretation of Council policies and decisions and to ensure their implementation.
- Coordinating the timely preparation of the University annual budget and work plan.
- Monitoring and tracking the utilization of capital and operational expenditure against approved plans and budget.
- Coordinating the procurement of goods and services and ensuring that all contractual obligations are fulfilled in accordance with the Procurement Act or University Regulations.

- Ensuring that all recruitment, confirmation, promotion and discipline cases are dealt with in accordance with the Terms and Conditions of service.
- Ensuring efficient provision of medical services.
- Ensuring that the legal, terminal and industrial relations issues are handled in accordance with terms and conditions of services and laws of Uganda.
- Ensuring that secretarial services are provided to the Council and its Committees.
- Coordinate the staff performance appraisal annually and ensuring that appropriate actions are taken to improve staff performance.

KEY OUTPUTS

- Professional advice and guidance provided on the interpretation and implementation of Council policies and decisions.
- Annual budget timely prepared.
- Utilization of capital and operational expenditure monitored and tracked to ensure proper utilization.
- Procurement of goods and services coordinated
- Recruitment, confirmation, promotion and discipline cases dealt with in accordance with Terms and Conditions of service.
- Legal, terminal and industrial relations issue handled
- Secretarial services provided to the Council and its Committee
- Medical services provided
- Staff performance appraisal coordinated and carried out.

CONTACTS

- Vice Chancellor on policy and administrative matters
- Deputy Vice Chancellors
- Deans, Directors, and Heads of Department on administrative matters
- Members of staff
- Council members
- Ministry of Education, Research, Science and Technology.

PERSON SPECIFICATIONS

Minimum qualifications:

- At least a Master's Degree with a Postgraduate Diploma in Human Resource Management / Financial Management. Should have strong leadership, effective interpersonal, negotiation and communication skills.
- Should be proficient in word processing, spreadsheets and database computer software.
- Should have at least five years experience in administration of a reputable institution at a senior level.

JB10: JOB TITLE: DEPUTY SECRETARY (ADMINISTRATION & COUNCIL AFFAIRS)

Salary scale:

Responsible to: - University Secretary

Responsible for:

- Senior Assistant Secretary – Appointments Board and Committees
- Senior Assistant Secretary – General Administration
- Senior Assistant Secretary – Council & Its Committees
- Senior Assistant Secretary – Legal & Terminal Benefits

PURPOSE OF THE JOB

- To coordinate the provision of administration support services of the University
- To ensure efficient and effective management of Council and its Committees
- To coordinate the Appointments Board and other Committees.

KEY FUNCTIONS

- Deputizing for University Secretary
- Ensuring proper interpretation and implementation of personnel policies and procedures.
- Monitoring up to- date data and information on staffing matters including staff establishment records.
- Ensuring provision of secretarial services to Council and its Committees
- Writing, circulating and storing minutes of the Appointments Committee of Council

- Preparing and issuing circulars on regulations governing employment at the University, which are approved by Council.
- Ensuring periodic review of policies, regulations and terms and conditions of service.

KEY OUTPUTS

- University Secretary deputized
- Personnel policies and procedures interpreted and implemented
- Data and information on staffing and establishment records maintained up to date.
- Policies, Regulations and Terms and Conditions of service periodically reviewed.
- Council decisions are interpreted and disseminated.

JB11: JOB TITLE: DEPUTY SECRETARY (APPOINTMENTS BOARD AND COMMITTEES)

Salary scale:

Responsible to: - University Secretary

Responsible for: -

PURPOSE OF THE JOB

- To coordinate the provision of appointment services of the University
- To ensure efficient and effective management of Appointments Board and other Committees.
- To coordinate the Appointments Board and other Committees.

KEY FUNCTIONS

- Deputizing for University Secretary.
- Appointment of officers of the University, academic, administrative and support staff of the University.
- Promotion of academic, administrative and support staff of the University.
- Removal from service and discipline of all University officers, staff of the academic, administrative and support staff of the University may be determined by the University Council.

- Ensuring proper interpretation and implementation of personnel policies and procedures.
- Monitoring up to- date data and information on staffing matters including staff establishment records.
- Ensuring provision of secretarial services to Appointment Board and its Committees
- Writing, circulating and storing minutes of the Appointments Committee of Council
- Preparing and issuing circulars on regulations governing employment at the University, which are approved by Council.
- Ensuring periodic review of policies, regulations and terms and conditions of service.

KEY OUTPUTS

- University Secretary deputized
- Personnel policies and procedures interpreted and implemented
- Data and information on staffing and establishment records maintained up to date.
- Policies, Regulations and Terms and Conditions of service periodically reviewed.
- Council decisions are interpreted and disseminated.

JB12: JOB TITLE: DEPUTY SECRETARY (GENERAL ADMINISTRATION)

Salary scale:

Responsible to: - University Secretary

Responsible for: -

PURPOSE OF THE JOB

- To coordinate the provision of administration support services of the University
- To ensure efficient and effective management of the University
- To coordinate the General Administration.

KEY FUNCTIONS

- Deputizing for University Secretary
- Ensuring proper interpretation and implementation of Administrative policies and procedures.
- Monitoring up to- date data and information on administrative issues.

- Ensuring provision of secretarial services to General Administration
- Writing, circulating and storing minutes of the General Administration
- Preparing and issuing circulars on regulations governing General Administration at the University, which are approved by Council.
- Ensuring periodic review of policies, regulations of General Administration.

KEY OUTPUTS

- University Secretary deputized
- General Administrative policies and procedures interpreted and implemented
- Data and information on staffing and establishment records maintained up to date.
- General Administrative policies, and procedures periodically reviewed.
- University decisions are interpreted and disseminated.

JB13: JOB TITLE: DEPUTY SECRETARY (LEGAL AND TERMINAL BENEFITS)

Salary scale:

Responsible to: - University Secretary

Responsible for: -

PURPOSE OF THE JOB

- To coordinate the provision of Legal and Terminal Benefits services of the University
- To ensure efficient and effective management of Legal and Terminal Benefits services.
- To coordinate the Legal and Terminal Benefits services and that of its Committees.

KEY FUNCTIONS

- Deputizing for University Secretary
- Ensuring proper interpretation and implementation of Legal and Terminal Benefits services.
- Monitoring up to- date data and information of Legal and Terminal Benefits services.
- Ensuring provision of secretarial services to Legal and Terminal Benefits services and its Committees.
- Writing, circulating and storing minutes of the Legal and Terminal Benefits services and its Committees.

- Preparing and issuing circulars on regulations governing Legal and Terminal Benefits services at the University, which are approved by Council.
- Ensuring periodic review of policies, regulations and procedures of Legal and Terminal Benefits services .

KEY OUTPUTS

- University Secretary deputized
- Legal and Terminal Benefits services, policies and procedures interpreted and implemented
- Data and information on Legal and Terminal Benefits services records maintained up to date.
- Legal and Terminal Benefits services, policies, regulations and procedures periodically reviewed.
- Council decisions are interpreted and disseminated.

3. OFFICE OF THE ACADEMIC REGISTRAR

JB 14: JOB TITLE: ACADEMIC REGISTRAR

Salary scale:

Responsible to: Deputy Vice Chancellor (Academic Affairs)

Responsible for: Deputy Registrar – (Admissions, Examinations, Senate, Affiliated Institutions)

- Deans of Faculties/Schools
- Director of Institutes/Centres
- Director, Post Graduate Studies & Research

PURPOSE OF THE JOB

- To provide professional leadership and guidance in the planning, development and implementations of academic programmes.
- To ensure the achievement of academic excellence through admission of students with entry qualifications and providing quality education.

KEY FUNCTIONS

- In consultation with Deans, Directors and Heads of Departments, planning and coordinating curriculum development for all programmes and courses taught at the University.
- Ensuring that all students admitted to the University have the required qualifications for various courses.
- Implementing all academic policies and procedures approved by the Council
- Ensuring safe custody of all documents and data relating to admissions.
- Overseeing the preparation of timetables for lecturers in different Faculties/Schools/Institutes.
- Ensuring timely preparation and setting of examination time-table and conduct of examinations.
- Ensuring that all examinations are set, marked and results released according to approved schedule.
- Ensuring that there is no examination leakage or malpractice.

- Coordinating the marking of examination and making arrangements to have external examiners.
- Ensuring that the Senate approves all results before they are released.
- Maintaining a data bank of all results for University students.
- Providing secretarial services to the Senate.
- Carrying out training needs assessment of staff in the department and recommending appropriate training.
- Arranging for graduation ceremonies for all who have completed their programmes to graduate.
- Appraising performance of staff in the department.

KEY OUTPUTS

- Professional leadership and guidance provided in developing and implementation of curriculum development
- Students with required qualifications admitted.
- Academic policies and procedures implemented
- All documents and data relating to admissions maintained and kept in safe custody.
- Time tables for Lectures overseen.
- Examination results released according to approved schedule.
- Data bank of all examination results maintained.
- The Senate provided with secretarial services.
- Training needs for staff assessed and appropriate training recommended
- Graduation ceremonies prepared.
- Performance of staff appraised.

CONTACTS

- Deputy Vice Chancellor, Academic Affairs- on policy and administrative issues.
- Deans, Directors of institutes and Heads of Departments on curriculum development, academic programmes, admissions and examinations.
- University Librarian on text book requirements
- University Secretary on administrative issues.

PERSON SPECIFICATION

- Should have a PhD and should be at professor level. Masters degree and good first degree.
- Should have strong leadership and communication skill with proficiency in using computer software packages.
- Should have five years experience in University administration.

JB 15: JOB TITLE: DIRECTOR – SCHOOL OF POSTGRADUATE STUDIES

Salary scale:

Responsible to: Deputy Vice Chancellor – Academic Affairs

Responsible for: Deputy Director - School of Postgraduate Studies Unit.

PURPOSE OF THE JOB

- To develop and manage the School of Postgraduate Studies effectively so as to attain an internationally recognized status in producing high caliber graduates in research and higher degrees.

KEY FUNCTIONS

- Postgraduate studies and research conducted and well supervised.
- Administering and managing the School of Postgraduate Studies efficiently and effectively in order to achieve its vision of “ taking scholarship and research to the frontiers of knowledge”
- Coordinating the development of curriculum for various programmes.
- Coordinating and ensuring the implementation of Postgraduate programmes
- Identifying sources of funds and soliciting for funds to support Postgraduate programmes and research.
- Liaising with other Universities and Institutes or organizations and international agencies on matters related to postgraduate studies and research.
- Preparing and producing an annual update on on-going research programme and publications in the University.

- Conducting courses and seminars on research matters
- Receiving and compiling all proposals on Postgraduate studies, courses from Faculty Boards and Boards of Studies, and submitting them to the Senate with recommendations.
- Receiving and compiling all applications for entry into Postgraduate courses and submitting them to the Board of Postgraduate studies for approval.
- Administering grants for research and grants in aid for publications for the University.
- Assessing and interpreting the equivalent of foreign academic qualifications for use within the University.
- Appraising the performance of staff and recommending appropriate actions.

KEY OUTPUTS

- An effectively and efficiently managed School of Postgraduate studies and research.
- Well coordinated postgraduate programmes and research as well as the curriculum for various disciplines.
- Good relations with other Universities, organizations and international agencies established.
- Well researched publications produced
- Courses on research methods conducted.
- High caliber international recognized graduates, produced.

CONTACTS

- Deans/Directors of Faculties/Schools/Institutes on Postgraduate programme and research
- Students for admission in the School of Postgraduate Studies and Research
- Other Universities on research and programs. Government Ministries, Institutions and Private Sector on consultancy assignments.

PERSON SPECIFICATIONS

- Should have a PhD with special training in research methods
- Should have a teaching and research experience of at least five years at a recognized University
- Should be at the rank of Professor.
- Should have good interpersonal relations and sound managerial skills.

JB 16: JOB TITLE: DEPUTY REGISTRAR – SENATE

Salary scale:

Responsible to: Academic Registrar

Responsible for: - Senior Assistant Registrar – Senate
- Senior Assistant Registrar – Senate Ceremonies and Administration.

PURPOSE OF THE JOB

- To effectively organize and coordinate meetings of the University Senate/Senate committees and to ensure the implementation of the decisions made by the Senate.
- To plan and coordinate University ceremonies and production of training programs.

MAIN FUNCTIONS

- Head of Senate Division
- Planning and coordinating the meetings of the Senate, convocation and the various senate committees
- Providing secretarial service to Senate / Senate Committees and Convocation
- Preparing and coordinating drafts of documents submitted for discussion by the senate, the various committees and departments from various Faculties/Schools/Institutes.
- Drafting Council memoranda on decisions reached by the Senate and other Committees and ensuring their endorsement before action by the Academic Registrar.
- Coordination of Senate business, production of minutes and follow-up of matters arising there from.
- Monitoring and ensuring the implementation of the senate decisions
- Liaising with the Deans/Directors of Faculties/Schools/Institutes and other Heads of Departments on regulations, awards, academic programmes and policies regarding academic activities of the University.
- Planning and initiating inspection activities in the various faculties through the Registrar to ensure that academic programmes are carried out as planned.
- Drafting memoranda to the university council about decisions reached by the senate.
- Writing periodical reports to the Deans/Directors of Faculties/Schools/Institutes and other Heads of Departments regarding the operations of the department.

- Endorsing the communications to students whose complaints or cases have been discussed by the Senate / Senate committees and the decisions taken.
- Participating in the preparation of the department budgets
- Coordinate matters pertaining to research grants and publications
- Supervising division staff and in charge of staff appraisals.
- Coordination of matters concerning graduation ceremony and other ceremonies in the department.

CONTACTS

- Deans/Directors of Faculties/Schools/Institutes and other Heads of Departments on their submission to Senate
- Members of the Senate on meetings

KEY OUTPUTS

- Effectively organized and coordinated meetings of the Senate and Senate Committees.
- Ensure that decisions of senate and senate committees are efficiently implemented.
- Properly written memoranda
- Timely production of minutes and action reports
- Well and efficiently coordinated staff development programmes.

PERSON SPECIFICATION

- Master's degree from a recognized university.
- Must be effective communicator with good interpersonal relations traits.
- Must have not less than four years experience at a senior administrative level or head of department in a reputable education institution.
- Should have good communication and computer skills.
- PhD is an added advantage

JB 17: JOB TILE SENIOR ASSISTANT REGISTRAR

Salary Scale:

Responsible to: Deputy Registrar

Responsible for:

- Assistant Registrar
- Senior Administrative Assistant
- Administrative Assistant

DUTIES

- Responsible for matters concerning minutes of Senate meetings and ceremonies
- Production of minutes of Senate meetings and Senate Sub-committee meetings.
- Responsible for the development and or revision of programmes of study
- Implementation and follow up of the decision of Staff Development Committee on training and Staff Development matters.
- Responsible for arrangements for graduation ceremony and other ceremonies in the department.
- Liaison with connected institutions on matters of graduation ceremonies in the institutions.
- Initiating policy proposals on ceremonies matters.
- Assisting the Head of Division with the publications and research grants.
- Performing such other duties as may be assigned by the Head of Division.

PERSON SPECIFICATIONS

- Should have a Master's degree. Postgraduate qualification in the relevant field will be an added advantage.
- Should have experience of not less than three years in University administration.
- Should have good interpersonal relations, good communication and computer skills.
- Should have at least three years experience in University administration.

JB 18: JOB TILE: SENIOR ASSISTANT REGISTRAR II

Salary Scale:

Responsible to: Deputy Registrar

Responsible for: - Assistant Registrar
- Senior Administrative Assistant
- Administrative Assistant

DUTIES

- Responsible for matters concerning University certificates
- Preparation of certificates of a ward for all Senate programmes of study
- Maintaining records on certificate matters
- Liaison with the Examination Division on matters of students approved results
- Liaison with the Admissions Division on matters of students approved results
- Liaison with the Admission Division on matters of student's records
- Placing orders for and keeping stocks of certificate blanks
- Initiating policy proposals on matters of certificates
- Keeping records of certificates.
- Performing such other duties as may be assigned by the Head of Division

PERSON SPECIFICATIONS

- Should have a Master's degree with three years experience in University administration.

JB 19: JOB TILE SENIOR ASSISTANT REGISTRAR III

Salary scale:

Responsible to: Deputy Registrar

Responsible for: - Assistant Registrar
- Senior Administrative Assistant
- Administrative Assistant

DUTIES

- Responsible for matters concerning convocation
- Servicing convocation
- Maintenance of convocation register
- Secretary to convocation meetings
- In charge of publications of matters concerning convocation and sale of convocation items for sale.
- Liaison with employment bodies such as the public service commission on placement of students on completion of studies.
- Helping in initiating projects for convocation activities.

PERSON SPECIFICATION

- A Master's degree with three years experience in university administration.

JB 20: JOB TITLE: ASSISTANT REGISTRAR I

Salary Scale:

Responsible to: Assistant Registrar

Responsible for: - Senior Administrative Assistant
- Administrative Assistant

DUTIES

- Responsible to the Senior Assistant Registrar I in matters concerning staff development and ceremonies.
- Coordination of staff development matters with Faculties/Schools/Institutes and Departments
- Making scholarship and fellowship announcements.
- Processing of scholarship / fellowship problems with Faculties/Schools/Institutes and Departments.
- Implementation and follow-up of decisions of the Staff Development Committee on Training and Staff Development.
- Keeping records of staff members on training and their progress reports.
- Performing such other duties as may be assigned by the Head of Division.

PERSON SPECIFICATION

A Master’s degree with three years’ experience in administration.

JB 21: JOB TILE: ASSISTANT REGISTRAR II

Salary Scale:

Responsible to: Assistant Registrar

Responsible for: - Senior Administrative Assistant
- Administrative Assistant

DUTIES

- Responsible to the Senior Assistant Registrar I in matters concerning Staff Development and Ceremonies.
- Assisting with graduation ceremonies and other ceremonies organized by the department
- Secretary to Ceremonies Committee and its Sub-Committees.
- In charge of ceremonial robes
- Handling issues concerning advertisements for graduation ceremonies
- Assisting with preparation of Senate meeting and Senate Sub-Committee meetings
- Performing such other duties as may be assigned by the Head of Division.

PERSON SPECIFICATION

A Master’s degree with three years’ experience in administration.

JB 22: JOB TILE: SENIOR ADMINISTRATIVE ASSISTANT

Salary Scale:

Responsible to: Sen. Assistant Registrar

Responsible for: - Administrative Assistant

DUTIES

- Responsible to the Senior Assistant Registrar II in matters of certificates

- Assisting the preparation of certificates
- Liaison with examination division and external division on issues concerning lists of successful students for the preparation of certificates.
- Performing such other duties as may be assigned by the Head of Division.

PERSON SPECIFICATION

- A Master’s degree from a recognized University with skills in computer operation. Three years experience in administration.

JB 23: JOB TILE: ADMINISTRATIVE ASSISTANT I

Salary Scale:

Responsible to: Sen. Administrative Assistant

Responsible for: -

DUTIES

- Responsible to the Senior Assistant Registrar I in matters concerning ceremonies.
- Assisting with matters concerning graduation ceremonies and other ceremonies
- Assisting with the preparation of certificates and issuance
- Assisting with keeping of graduation ceremony and other ceremonial materials
- Keeping inventory of the division.
- Performing such other duties as may be assigned by the Head of Division.

PERSON SPECIFICATION

A Bachelor’s degree from the recognized University with skills in computer operation.

JB 24: JOB TILE: ADMINISTRATIVE ASSISTANT II

Salary Scale:

Responsible to: Sen. Administrative Assistant

Responsible for: Secretary

DUTIES

- Responsible to the Senior Assistant Registrar I in matters concerning Staff Development.
- Assisting with staff development matters
- Assisting with keeping of records of staff members in the University
- Performing such other duties as may be assigned by Head of Division.

PERSON SPECIFICATION

A Bachelor's degree from the recognized University with skills in computer operation

JB 25: JOB TILE: ADMINISTRATIVE ASSISTANT III

Salary scale:

Responsible to: Sen. Administrative Assistant

Responsible for: Secretary

DUTIES

- Responsible to the Senior Assistant Registrar I in matters concerning Senate and its Committees.
- Assisting with Senate meetings.
- Keeping minutes of all Senate meetings
- Keeping records of all regulations on programmes of the University
- Performing such other duties as may be assigned by the Head of Division

PERSON SPECIFICATION

A Bachelor's degree from the recognized University with skills in computer operation

JB 26: JOB TILE: DEPUTY REGISTRAR – ADMISSIONS

Salary Scale:

Responsible to: Registrar

Responsible for: Senior Assistant Registrars (Admissions)

MAIN PURPOSE OF THE JOB

- To organize and coordinate the admissions process for Post-graduate, Undergraduate and diploma students, and maintain up-to date academic records.

KEY FUNCTIONS

- Liaising with UNEB to obtain lists of the qualified candidates and disseminate the lists to the various Faculties/Schools/Institutes and Departments for admission purposes.
- Overseeing preparing lists of students admitted on university programmes.
- Advising students of their admission and University requirements.
- Planning and organizing a special admission board meeting for the admission of students that are not directly from A-level, as well as those students who wish to change courses.
- Overseeing, advising students on their admission course offered, requirements of the University.
- Advertising for candidates for student exchange schemes with other international universities and to submit details of the applicants to the admissions board for consideration.
- Arranging for the registration of students at the University and at connected institutions
- Coordinating the admissions of foreign students and providing such students with necessary information.
- Ensuring maintenance of all records of admission in the data bank.
- Planning and monitoring (visits) to secondary schools and other institutions for career guidance and provision of relevant information about courses / programmes offered at the University.

- Custody of admissions regulations

- Coordinating the compilation of the student's nominal roll and statistics.
- Receiving students' registration lists and other records from faculties to be entered in the data bank.
- Participating in the planning and preparation of the department budget
- Liaising with the principal information systems analyst on data required
- Answering queries on admissions.
- Supervision of division staff

KEY OUTPUTS

- Accurate and up to date maintained student's records.
- Well and effectively coordinated admissions.

PERSON SPECIFICATIONS

- Masters degree
- Must have at least three years experience in university administration.
- Should have good inter personal communication skill
- Postgraduate qualification is added advantage.

JB 27: JOB TILE: SENIOR ASSISTANT REGISTRAR 1

Sale scale:

Responsible to: Deputy Registrar

Responsible for:

- Assistant Registrars
- Senior Administrative Assistant
- Administrative Assistant

DUTIES

- Responsible for admission of undergraduate students
- Preparation of board of admissions meetings
- Answering correspondences on undergraduate admissions.
- Publication of admission lists.
- Endorsement of bursary forms for students.

- Performance such other duties as may be assigned by the Head of Division or by the Academic Registrar.

PERSON SPECIFICATION

A Master's degree with three years experience in University administration

JB 28: JOB TILE: SENIOR ASSISTANT REGISTRAR II

Salary Scale:

Responsible to: Deputy Registrar

Responsible for:

- Assistant Registrars
- Senior Administrative Assistant
- Administrative Assistant

DUTIES

- Assisting in records and admission of students at the University and Affiliated institutions.
- Registering of all students in the University and those at affiliated institutions.
- Compiling of the nominal roll for undergraduate students.
- Servicing the timetable committee.
- Performing such other duties as may be assigned by the Head of Division or by the Academic Registrar.

PERSON SPECIFICATION

A Master's degree with three years experience in University administration.

JB 29: JOB TILE: ASSISTANT REGISTRAR I

Salary Scale:

Responsible to: Senior Assistant Registrar

Responsible for:

- Senior Administrative Assistant
- Administrative Assistant

DUTIES

- Assisting with the admission of undergraduate students

- Assisting in the production of computer lists of candidates for admission to the University.
- Coordinating preparation of registration registers.
- Assisting with the compilation of students' nominal roll and statistics.
- Investigating into admission queries.
- Liaising with affiliated institutions on matters of registration of students.
- Performing such other duties as may be assigned by the head of division.

PERSON SPECIFICATION

A Master's degree from the recognized University with skills in computer operation. Three years experience in administration.

JB 30: JOB TILE: ASSISTANT REGISTRAR II

Salary Scale:

Responsible to: Senior Assistant Registrar

Responsible for: - Senior Administrative Assistant
- Administrative Assistant

DUTIES

- Assisting in records and admission of students at the University and affiliated institutions.
- Servicing of Admissions Board Sub-Committees
- Drawing of registration programmes for undergraduates and postgraduate students.
- Ensuring that updated lists of registered students are sent to Faculties/Schools/Institutes and Departments from time to time.
- Answering queries on registration
- Ensuring flow of communication and information between the Department and the Faculties / Schools/Institutes on admission.
- Performing such other duties as may be assigned by the head of division.

PERSON SPECIFICATION

A Master's degree from the recognized university with a skill in computer operation. Three years experience in administration.

JB 31: JOB TILE: ADMINISTRATIVE ASSISTANT I

Salary Scale:

Responsible to: Assistant Registrar

Responsible for: - Secretary

DUTIES

- Assisting with the maintenance of undergraduate records
- Assisting with the registration of students
- Assisting with admission of undergraduate and postgraduate students
- Performing such other duties as may be assigned by the Head of Division.

PERSON SPECIFICATION

A Bachelor's degree from the recognized University with skills in computer operation.

JB 32: JOB TILE: ADMINISTRATIVE ASSISTANT II

Salary Scale:

Responsible to: Assistant Registrar

Responsible for: - Secretary

DUTIES

- Assisting with the maintenance of Undergraduate and Postgraduate records.
- Ensuring that files are opened for all students.
- Ensuring that documents about and from students are filed
- Ensuring and monitoring the movement of students' files.
- Performing such other duties as may be assigned by the Head of Division.

PERSON SPECIFICATION

A Bachelor's degree from the recognized University with skills in computer operation.

JB 33 : JOB TITLE: ADMINISTRATIVE ASSISTANT III

Salary Scale:

Responsible to: Assistant Registrar

Responsible for: - Secretary

DUTIES

- Assisting with registration of students
- Assisting with compilation of student's nominal roll
- Assisting with preparation of admission board meetings.
- Assisting with admissions of undergraduate and postgraduate students
- Assisting with registration of students.
- Acting as the PRO of the department of matters pertaining to admission and registration of students.
- Performing such other duties as may be assigned by the head of division

PERSON SPECIFICATION

A Bachelor's degree from the recognized University with skills in computer operation.

JB 34: JOB TITLE: ADMINISTRATIVE ASSISTANT IV

Salary Scale:

Responsible to: Assistant Registrar

Responsible for: Secretary

DUTIES

- Assisting with the compilation of student's statistics.
- Assisting with admissions of undergraduate students.
- Assisting with registration of students.
- In charge of division's inventory
- Performing such other duties as may be assigned by the head of division.

PERSON SPECIFICATION

A Bachelor's degree from the recognized University with skills in computer operation.

JB 35: JOB TILE: FACULTY ADMINISTRATORS / ADMINISTRATIVE ASSISTANTS V

Salary Scale:

Responsible to: - Dean

- HOD

Responsible for: - Secretary

- Office Attendants

DUTIES

- Secretary to the Faculty/School/Institute Board meetings
- Keeping records of students, staff and correspondences.
- Liaising with the department of the academic registrar examination division on matters pertaining to the admission exercise, registration and student's statistics.
- Liaising with the department of the academic registrar examination division on matters pertaining to programme regulations, review and development.
- Performing such other duties as may be assigned by the Dean/Director of the Faculty/School/Institute and the Academic Registrar.

PERSON SPECIFICATION

A Bachelor's degree from the recognized University with skills in computer operation.

JB 36: JOB TILE: DEPUTY REGISTRAR – EXAMINATION

Salary Scale:

Responsible to: - Academic Registrar

Responsible for: - Senior Assistant Registrar – Senate

- Senior Assistant Registrar – Senate Ceremonies and Administration.

MAIN PURPOSE OF THE JOB

- To organize and coordinate examination process for Postgraduate, Undergraduate and Diploma students at the University and affiliated institutions and ensure the security of examinations.
- Ensure the compilation of university timetable, results and their storage and monitoring of the teaching.

KEY FUNCTIONS

- Processing of examination question papers (including re-takes)
- Liaises with external and internal examiners
- Administration and coordination of registration of candidates for examination.
- Notifying students of approved results.
- Ensure safety storage of results.
- Submit examination reports and statistics of examination to senate
- Secretary to examination related Committees
- Supervise the Division staff.

KEY OUTPUTS

- Accurate and up to date examination records.
- Well and effectively coordinated examination
- Timely release of results.

PERSON SPECIFICATIONS

- Masters degree
- Must have at least three years experience in University administration
- Should have good interpersonal communication skills.
- Postgraduate qualification is added advantage.

JB37: JOB TILE: SENIOR ASSISTANT REGISTRAR I

Salary Scale:

Responsible to: - Deputy Registrar (Examination)

Responsible for: - Assistant Registrar

PURPOSE OF THE JOB

- To assist in the planning, coordination, maintaining and control of University examinations.
- To maintain all records pertaining to transcripts.
- To organize, coordinate and ensure maximum security of all University examinations.

KEY FUNCTIONS

- Preparing and issuing of academic transcripts
- Signatory to academic transcript.
- Ensuring the security of academic transcript forms
- Ensuring that all the approved results are properly kept.
- Keeping custody of certificates and materials for examination.

CONTACTS

- Deans/Directors of Faculties/Schools/Institutes and Heads of Departments on examination
- Affiliated institutions
- Students on examination queries etc.

KEY OUTPUTS

- Timely release of transcripts
- Accurately written and compiled reports and examination results.

PERSON SPECIFICATIONS

- Should have a Masters degree. Postgraduate qualification in the relevant field will be an added advantage
- Should have experience of not less than three years in University administration
- Should have good interpersonal relations, good communication and computer skills.
- Should be familiar with examinations regulations and rules in a recognized educational institution.

JB 38: JOB TITLE: SENOR ASSISTANT REGISTRAR II

Salary Scale:

Responsible to: - Deputy Registrar (Examination)

Responsible for: - Assistant Registrar

PURPOSE OF THE JOB

- To assist in the planning, coordination, maintaining and control of the University examinations.
- To maintain all records pertaining to transcripts.
- To organize, coordinate and ensure maximum security of all University examinations.

KEY FUNCTIONS

- Making arrangements for the travel, accommodation and welfare of external examiners
- Compiling and administering examination regulations.
- Keeping all past examination papers
- Sensitization of invigilators on their role as invigilators as well as their effective supervision during examinations.
- Implementation of Senate decisions on examinations
- Guarding against examination malpractice and ensuring that there are no missing results.

CONTACTS

- Deans/Directors of Faculties/Schools/Institutes and Heads of Departments on examination and timetables
- Affiliated Institutions

KEY OUTPUTS

- Well organized and developed timetables.
- Well coordinated and administered examinations
- Accurately written and compiled reports and examination results.

PERSON SPECIFICATIONS

- Should have a Master's degree. Postgraduate qualification in the relevant field will be an added advantage.
- Should have experience of not less than three years in University administration.
- Should have good interpersonal relations, good communication and computer skills.
- Should be familiar with examinations regulations and rules in a recognized educational institution.

JB 39: JOB TITLE: ASSISTANT REGISTRAR I

Salary Scale:

Responsible to: - Senior Assistant Registrar

Responsible for: -Senior Administrative Assistant
-Administrative assistant

KEY FUNCTIONS

- Assisting as necessary with examination arrangements
- Drafting academic transcript for All Saints University, Lango based programmes (including affiliated institutions).
- Answering queries and correspondences on academic transcripts.
- Ensuring that transcript forms are available at all times
- Ensuring preparation of examination cards
- Performing such other duties as may be assigned by the Head of Division.

PERSON SPECIFICATION

A Master’s degree from the recognized University with skills in computer operation. Three years experience in administration.

JB 40: JOB TITLE: ASSISTANT REGISTRAR II

Salary Scale:

Responsible to: - Senior Assistant Registrar

Responsible for: -Senior Administrative Assistant
-Administrative assistant

KEY FUNCTIONS

- Drafting academic transcripts for affiliated institutions.
- Answering queries and correspondences on academic transcripts for affiliated institutions.
- Ensuring that examination results of affiliated institutions that have been approved are properly kept.
- Performing such other duties as may be assigned by the head of division.

PERSON SPECIFICATION

- A Master's degree from the recognized University with skills in computer operation. Three years experience in administration.

JB 41: JOB TITLE: ASSISTANT REGISTRAR III

Salary Scale:

- Responsible to: - Senior Assistant Registrar
Responsible for: -Senior Administrative Assistant
-Administrative assistant

KEY FUNCTIONS

- Assisting as necessary with examination arrangements.
- Responsible for processing the Mature Age Entry examinations and all other entry examinations.
- Performing such other duties as may be assigned by the head of division.

PERSON SPECIFICATION

- A Master's degree from the recognized university with a skill in computer operation. Three years experience in administration.

JB 42: JOB TITLE: ASSISTANT REGISTRAR IV

Salary Scale:

- Responsible to: - Senior Assistant Registrar
Responsible for: - Administrative Assistant

PURPOSE OF THE JOB

- To ensure sufficient and effective examination arrangement and supervision.

KEY FUNCTIONS

- Making examination arrangements in liaison with Senior Assistant Registrar
- Maintaining an inventory of researches done by students.
- Monitoring of the teaching of University programmes.
- Ensuring timely compilation of University time tables.

CONTACTS

- Students on Academic Transcripts.

PERSON SPECIFICATIONS

- A Master's degree from a recognized University
- Good skills in computer operations
- Experience - at least three years experience in a recognized educational institution.

JB 43: JOB TITLE: DEPUTY REGISTRAR – AFFILIATED INSTITUTIONS

Salary Scale:

- Responsible to: - Academic Registrar
Responsible for: -Senior Assistant Registrar – Senate
-Senior Assistant Registrar - Senate Ceremonies and Administration.

MAIN PURPOSE OF THE JOB

- Coordinating all academic activities that are carried out in affiliated institutions for University awards.
- Ensure compilation of timetables of affiliated institutions, results and their storage and monitoring teaching, admission, and examinations.

KEY FUNCTIONS

- Liaising with UNEB for admission purposes, obtaining the lists of qualified candidates and disseminate the lists to the various institutions.
- Advising students of their admission and affiliated Institutions requirements.
- Planning and organizing special Admissions Board meeting for admission of students that are not directly from A-level, as well as those students who wish to change courses.
- Overseeing, advising students on their admission course offered, requirements of the affiliated institutions.
- Advertising candidates for student exchange schemes with other International Universities and to submit details of the applicants to the admission board for consideration.

- Ensuring maintenance of all records of admission in the data bank.
- Planning and monitoring (visits) to secondary schools and other institutions for career guidance and provision of relevant information about courses offered at the University.
- Coordinating compilation of the student's nominal roll and statistics.
- Participating in planning and preparation of departmental budget.
- Liaising with the Principal Information Systems Analyst on data required.
- Processing of examination questions papers (including re-takes)
- Administration and coordination of registration of candidates for examinations.
- Notifying students of the approved results.
- Ensure safety storage of the results
- Submit the examination reports and statistics of the examination to Senate
- Secretary to examination related Committees.
- Monitoring the teaching of programs at affiliated institutions.
- Representing the Academic Registrar at the meeting of Affiliated Institutions' Principals.

KEY OUTPUTS

- Accurate and up-to-date examination records
- Well and effectively coordinated examination
- Timely release of results

PERSON SPECIFICATIONS

- Masters degree
- Must have at least three years experience in university administration.
- Should have good inter personal communication skill
- Postgraduate qualification is added advantage.

JB 44: JOB TITLE: SENIOR ASSISTANT REGISTRAR I

Salary Scale:

Responsible to: - Deputy Registrar (Extension)

Responsible for: - Assistant Registrar
 -Administrative Assistant

DUTIES

- Responsible to the Deputy Registrar-Extensions Division with the organization and administration to Nursery Teachers Colleges examinations.
- Assisting the head of division with the organization and administration of examinations.
- Coordinating the development and review of Teachers Colleges programmes.
- Coordinating the review of regulations for the award of Diploma/Degree in Education
- Custody of all regulations and programmes offered at connected institutions (TCs)
- Assisting the head of Division with registration at TCs
- Performing such other duties as may be assigned by the Head of Division or the Academic Registrar.

PERSON SPECIFICATIONS

A Master's degree with three years experience in University administration.

JB 45: JOB TITLE: SENIOR ASSISTANT REGISTRAR II

Salary Scale:

Responsible to: - Deputy Registrar (Extension)

Responsible for: - Assistant Registrar
 -Administrative assistant

DUTIES

- Responsible to the Deputy Registrar's Division in all matters concerning Nursery Teachers Colleges (NTCs) programmes of study and examinations.
- Assisting the head of division with the organization and administration of NTC examinations and results.
- Performing such other duties as may be assigned by the head of division.

PERSON SPECIFICATION

A Master's degree with three years experience in university administration.

JB 46: JOB TITLE: ASSISTANT REGISTRAR I

Salary Scale: UB6
Responsible to: - Senior Assistant Registrar (Extension)
Responsible for: -Administrative Assistant

DUTIES

- Assisting with the organization and administration of TC examinations.
- Secretary to Senate when it sits to consider TC results.
- Assisting in the drawing of timetables for TC examinations.
- Assisting with the registration of TC candidates
- Performing such other duties as may be assigned by the Head of Division.

PERSON SPECIFICATIONS

- A Masters degree from a recognized University
 - Good skills in computer operations.
- Experience** – At least three years experience in a recognized educational institution.

JB 47: JOB TITLE: ASSISTANT REGISTRAR I1

SalaryScale: UB6
Responsible to: - Senior Assistant Registrar (Extension)
Responsible for: -Administrative assistant

DUTIES

- Assisting with the organization and administration of NTC examinations.
- Assisting with the administration of the marking exercise and processing of examination results.
- Responsible for NTC test development and workshops for setters

- Supervision of the moderation of examination question papers and processing or examination results.
- Ensuring security of examination papers
- Ensuring communication and information flow between NTC and the university
- Assisting with registration of candidates for NTC examinations
- Assisting with the registration of candidates for the final examinations of NTC.
- Performing such other duties as may be assigned by the Academic Registrar.

PERSON SPECIFICATIONS

- A Masters degree from a recognized University
- Good skills in computer operations
- **Experience** – At least three years experience in a recognized educational institution.
- Good skills in computer operations
- Experience. At least three years experience in a recognized education institution

JB 48: JOB TITLE: PROGRAMMER

Salary Scale: UB6
 Responsible to: -Academic Registrar
 Responsible for: -Senior Systems Analyst
 -Systems Analyst
 -Data Operator

PURPOSE OF THE JOB

The Programmer shall be responsible to the Academic Registrar.

DUTIES

- Responsible for initiating department programmes to improve performance of work e.g communication programmes, data management etc.
- Write and design computer programmes, data management etc.
- Write and design computer programmes or acquisition of data from registration / entry forms and attendance sheets for examinations.

- Scanning registration forms and mark sheets / attendance sheets.
- Preparing and printing registers for examinations
- Preparing statistics of results and updating registers and slips
- Compiling lists of repeaters in various programmes at the University.
- Propose improvements on department programmes from time to time.
- Printing of results – slips for examinations
- Responsible for the network systems in the computer room
- Performing any other duties assigned by the Academic Registrar.

PERSON SPECIFICATION

- A Master’s degree in Computer Science
- Good skills in computer operations
- **Experience** –At least three years experience in a recognized education institution.

JB 49: JOB TITLE: SYSTEMS ANALYST

Salary Scale: UB6
 Responsible to: Senior Systems Analyst
 Responsible for:

DUTIES

- Initiating department’s programmes to improve performance e.g. on communication programmes, data management etc.
- Evaluating the management information system in place and propose improvements on management of information systems from time to time.
- To advise the Deans/Directors or Deputy Director through the Senior Systems Analyst on the strengths, weaknesses, opportunities and threats of the existing system.
- Carry out all data base related activities including:
 - (a) Day to day administration and maintenance
 - (b) Trouble shooting and problem resolution
 - (c) Upgrade and fix software

- (d) User assistance and customer care
- (e) Exercising security administration and integrity control
- Assist in formulation and monitoring policy procedures and standards relating to information systems.
- Recommending architecture strategies, application and data models
- Perform any other official duties as may be assigned

PERSON SPECIFICATIONS

- A Master’s degree in Computer Science
- Good skills in computer operations
- **Experience** -Atleast three years experience in a recognized education institution.

JB 50: JOB TITLE: DATA ENTRY OPERATOR

Salary Scale: BU12

Responsible to: Deputy Registrar

Responsible for:

DUTIES

- Responsible for all the data entry in the Department of Academic Registrar
- Retrieving and availing statistical information required
- Maintaining and managing comprehensive database
- Exercising security and control administration of student’s data
- Perform any other official duties as may be assigned by the Deputy Registrar

PERSON SPECIFICATION

- A Diploma in Computer Science
- Good skills in computer operations
- **Experience** – at least three years experience in a recognized education institution.

4. DEPARTMENT OF STUDENTS WELFARE

JB 51: JOB TITLE: DEAN OF STUDENTS

Salary Scale:

Responsible to: Vice Chancellor

Responsible for:

- Deputy Dean of students
- Senior warden(s)
- Wardens
- Senior Sports Tutors - Chaplains / Imam
- Senior Counselors

PURPOSE OF THE JOB

- To ensure provision of welfare services to students to maintain discipline among students in accordance with the University Rules and Regulations.
- To ensure effective and efficient management of students' affairs.

KEY FUNCTIONS

Overall coordination of the activities of the department by:

- Ensuring that all Halls of residence at the University as well as affiliated hostels are well maintained and managed.
- Developing appropriate strategies for controlling and managing students' conflicts and strikes
- Ensuring that the catering services are efficiently managed and provided in the University.
- Ensuring that the security of students is catered for and all cases of insecurity are reported and handled accordingly.
- Ensuring that students' leadership is run in accordance with University policy and regulations.
- In collaboration with the University Bursar, planning and preparing annual estimates and expenditure of halls of residence, sport and games, all entertainment and special faculty requirements for submission to the Finance Committee of the University Council.
- Managing students as guided by regulations.

- Directing the organization and control of the Halls of residence and all matters related to the accommodation of both resident and non-resident students with the assistance of the hall wardens.
- Establishing and monitoring channels of communication with regard to students' welfare and suggestion with the view of giving the students the necessary advice.
- Planning and directing matters related to the operations of the students guild (students union) and offer appropriate advice and guidance.
- Advising on students' publications and ensure that they conform to the acceptable standards.
- Directing all matters related to students' health with assistance of the University Medical Officer in Charge.
- Advising with the University chaplains all policies related to the organization and arrangement of place of worship.
- Ensuring with guidance and counseling centre that students get appropriate advise
- Ensuring that all sports and recreation activities are well organized
- Providing the necessary sports and recreational facilities and promote sports
- Ensuring provision of counseling services to staff and students with psychological problems whenever necessary.
- Be the secretary to the students' affairs and welfare committees.
- Ensuring that necessary sports and recreational facilities are provided and maintained.

PERSON SPECIFICATIONS

- Should have a minimum of Masters degree from a recognized University
- Should have good interpersonal relations.
- Should have skills in handling students' problems and welfare
- Should be a mature person with positive attitude towards people.
- Should posses high supervision and coordination skills
- Should have at least five years experience in University administration of higher institution preferably in students' welfare.

JB 52: JOB TITLE: THE DEPUTY DEAN OF STUDENTS

Salary Scale:

Responsible to: Dean of students

Responsible for:

- Senior warden
- Wardens
- Senior sports tutor - chaplains / Imam
- Senior counselor

KEY FUNCTIONS

- Deputize for the Dean of Students whenever called upon to do so.
- Assist in the control of the Halls of residence as directed by the Dean of students
- Follow up matters related to students residing outside the University campus.
- With the guidance of the Dean of Students ensure the enforcement of the University regulations and all matters related to the students' discipline.
- Advise in the running of the students' guild (students' union), sports and games health services and students societies and associations as directed by the Dean of Students.
- Assist the DOS in handling matters of the students' affairs and welfare committee.
- Ensuring with the guidance and counseling centre that students get appropriate advice.
- Perform any other duties as may be assigned by the Dean of Students

PERSON SPECIFICATION

- Should have a minimum of Masters degree from a recognized University
- Should have good interpersonal relations
- Should have skills in handling student's problems and welfare
- Should possess high supervision and coordination skills.
- Should have at least two years experience in University administration or higher institution preferably in students' welfare.

JB 53: JOB TITLE: THE SENIOR WARDEN

Salary Scale: UB4

Responsible to: Dean of Students

Responsible for:

- Wardens
- Chief Custodians
- Custodians

KEY FUNCTIONS

- With the guidance of the Dean of Students ensure the enforcement of the University regulations and all matters related to the students' discipline.
- Ensure with the guidance and counseling centre that students get appropriate advice.
- Be warden of a Hall of residence and perform such duties as is assigned to a warden
- Provide leadership to the wardens.
- In the absence of the Dean of Students and Deputy Dean of Students, he / she may chair the wardens meetings.
- Carry out any other duties assigned by the Dean of Students.

PERSON SPECIFICATIONS

- A Master's degree with at least three years experience as a warden in University Administration institutions of higher learning.

JB 54: JOB TITLE: SENIOR GUIDANCE AND COUNSELING OFFICER

Salary Scale:

Responsible to: Dean of Students

Responsible for: - Guidance and Counseling Officer(s)

KEY FUNCTIONS

- Assist staff and students to solve their problems of any nature.
- Provide competent advice to students on their careers
- Compile and maintain a record of useful information on guidance and counseling and make it available to the clients.
- Work with the Dean of Students, the Medical Officer, the Wardens and other University department organs in the day to day care of staff and students as the cases may require.
- Consult the Department of Career Guidance and Counseling in the Ministry of Education, Science and Technology, relevant Government and Public institutions both locally and internationally to gather information for purpose of helping clients.
- Organize education seminars for staff and students in the field of guidance and counseling.
- Perform duties assigned to him by the Dean of Students.

PERSON SPECIFICATIONS

- Should have a minimum of Master's degree from a recognized University.
- Should have good interpersonal relations.
- Should have skills in handling students' problems and welfare.
- Should be a mature person with positive attitude towards people.
- Should possess high supervision and coordination skills.
- Should have at least five years experience in University administration or higher institution preferably in students' welfare.

JB 55: JOB TITLE: WARDEN

Salary Scale:

Responsible to: Deputy Dean of Students

Responsible for: - Domestic Bursar
- Chief Custodians

MAIN PURPOSE OF THE JOB

To provide general administration in the Halls of residences including students' welfare, catering services and discipline.

KEY FUNCTIONS

- Receiving student's admission lists and allocates them to Halls of residence and hostels.
- Providing all requirements to students as stipulated in the admission forms.
- Monitoring that Chief Custodians to ensure that Halls of residence and hostels are well maintained and secure.
- Ensuring general cleanliness in the halls.
- Maintaining up-to-date record of all students in the halls and hostels.
- Ensuring that non-residents affiliated to the halls stay in fairly decent environment and meals are served in time and foodstuff available.
- Providing sports and recreational facilities. Encouraging sporting activities in the halls of residence.
- Providing counseling services to students with psychological problems. Attends to student's problems with a view to solving them.
- Ensuring that all funds allocated to halls are accounted for and to the Bursar through the Dean of Students.

- Supervising all staff in the Halls of residence
- Enforcing University rules and regulations in the halls of residence.
- Working hand in hand with the students' council official to ensure efficient and effective administration of halls and provision of welfare services.
- Handle guests who may book the hall for utilization of hall facilities.
- Ensuring safe custody of all hall property and maintain an inventory of such property.
- Attending to meetings arranged by Deputy Dean.

KEY OUT PUTS

- Well managed and maintained halls of residence
- Efficient and effective supervision of contracted firms.
- Good discipline among students

PERSON SPECIFICATIONS

- Should be qualified with a Masters degree
- Should have through working knowledge of students' affairs gained from not less than three years experience in a recognized institution.
- Should have well – developed inter-personal, listening, counseling and communication skills.

JB 56: JOB TITLE: SPORTS TUTOR

Salary Scale: UB6
 Responsible to: Senior Sports Tutor
 Responsible for: - Chaplainry / Mosque staff

KEY FUNCTIONS

- Organize and coordinate the coaching of the University sports teams.
- Handle the welfare of the University sports team while on training
- Organize and coordinate University students sports programmes in liaison with the Games Union
- Oversee the games union activities
- Coordinate the production of sports publications at the university e.g. sports fixtures, results sports magazines and journals.

- Performing any other official duties assigned by the senior sports tutor and dean of students.

JB 57: JOB TITLE: CHAPLAIN

Salary Scale:

Responsible to: Dean of Students

Responsible for:

MAIN PURPOSE OF THE JOB

- To ensure spiritually balanced students through teaching based on Christian principles and the Holy Bible.

KEY FUNCTIONS

- Taking care of spiritual life of students by preaching to them the Word of God.
- Counseling students with social and psychological problems.
- Organizing programmes for students whereby they can discuss and exchange views on various religious issues.
- Conducting services in the church at the campus
- Handling problems related to students' welfare

KEY OUTPUTS

- Well developed and catered for spiritual life among students
- Well behaved students and staff with high morals.

PERSON SPECIFICATIONS

- Should have a Master's degree in religious studies and should be an ordained priest.
- Should have a thorough working knowledge of student's affairs gained from not less than five years experience.
- Should have well developed inter personal, listening, judgmental and counseling skills, should be an example to students in good behaviors.

JB 58: JOB TITLE: GUIDANCE AND COUNSELING OFFICER

Salary Scale:

Responsible to: Senior Guidance and Counseling Officer

Responsible for: Assistant Guidance and Counseling Officer

KEY FUNCTIONS

- Deputize for the Senior Guidance and Counseling Officer whenever called upon to do so.
- Assist students and staff to solve their problems of any nature
- Assist to compile a record of useful information on guidance and counseling.
- Perform any other duties assigned by the Senior Guidance and Counseling Officer or Dean of Students.

PERSON SPECIFICATION

A Master's degree in Counseling and three years experience in counseling.

JB 59: JOB TITLE: SENIOR ADMINISTRATIVE ASSISTANT

Salary Scale:

Responsible to: Deputy Dean

Responsible for: Warden

Senior sports tutor - Chaplains
- Senior Counselor

KEY FUNCTIONS

- Assist in the enforcement of University rules and regulations.
- Make available accurate and timely records in response to cases submitted for disciplinary action to the office of the Dean of Students.
- Assist in the handling of guests who may book for the utilization of departmental facilities.

- Maintain up-to-date records (including registration) of students' societies and associations.
- Handle matters related to the Students' work scheme.
- Propose strategies designed for the utilization of departmental facilities.
- Assist the Dean of Students in keeping records of available accommodation off campus for students.
- Maintain up-to- date records on payment of residential fees in the halls/hostels of residence by students.
- Assist the Dean of Students in compiling relevant data for students' allowances and grants.
- Assist the Deputy Dean of Students in handling matters relating to resident and non-resident students.
- Keep the inventory of office property.
- Assist the Dean of Students in the random allocation of students to halls/hostels of residence.

PERSON SPECIFICATIONS

Should have a Bachelor's degree and Postgraduate training in administration. Should have sound computer skills. At least three years experience in administration.

JB 60: JOB TITLE: ADMINISTRATIVE ASSISTANT (GUILD AFFAIRS)

Salary Scale:

Responsible to: Dean of Students

Responsible for: Guild

MAIN PURPOSE OF JOB

- To work as a liaison between the Dean of Students, the Students Guild Executive and the entire Guild Students' body.

KEY FUNCTIONS

- Work closely with the Guild President and Guild Executive for the day to day duties.
- Keep and update the inventory of all guild property and ensure its safe custody.
- Assist the Guild Government in running of the Guild office.

- Work in collaboration with Administrative Assistant (general duties) on any assigned duty from Dean and Deputy Dean of Students.
- In liaison with the Senior Administrative Assistant maintain an up to date record of students' clubs and associations.
- Be head of the students' Guild administrative section.
- Be secretary at meetings between the Dean of Students and Guild Council / Executive.
- Coordinate the organization of Guild functions and attend all of them.
- Supervise personnel at the Guild office.
- In consultation with the Dean of Students, assists the Guild in preparation of their budget.
- Prepare administrative guild reports to the Dean of Students.
- Give administrative guidance and coordination to the Guild during Guild elections, cultural gala, trade bazaar and all guild functions.

PERSON SPECIFICATION

Should have a Bachelor's degree, computer skills and on job training.

JB 61: JOB TITLE: ADMINISTRATIVE ASSISTANT (GENERAL ADMINISTRATION)

Salary Scale:

Responsible to: Dean of Students /DDOS/SAA

Responsible for:

KEY FUNCTIONS

- Assist the Dean of Students and Deputy Dean of Students with day to day administrative work.
- Be Secretary to the Students' Welfare Departmental Committee.
- In consultation with the Dean of Students and Deputy Dean of Students, attends to student personal problems.
- Assist the Dean of Students to handle student's letters of recommendation.
- In consultation with the Dean of Students and Senior Administrative Assistant, handles matters relating to nonresident students.
- Assists in preparing and compiling data for payment of students' allowances.
- Assists in the day to day running of the students' welfare department.
- Carry out any other duties assigned by Dean of students, deputy dean of students and senior administrative assistant.

JB 62: JOB TITLE: ADMINISTRATIVE SECRETARY

Salary Scale:

Responsible to: Dean of Students

Responsible for: Secretaries / Office Attendants

KEY FUNCTIONS

- Handle both administrative and secretarial work in the office of the Dean of Students.
- Supervise all secretarial staff in the Dean of Student's office.
- Maintain an up-to-date record keeping system for the Dean of Students' office.
- Prepare correspondences and documents as may be directed by the Dean of Students.
- Manage in-coming and out-going mails
- Arrange for meetings of the department including preparation of refreshments and distribution of notices.
- Assist in following up and keeping record of accommodation fees payments.
- Attend to visitors of the Dean of Students.
- Handle any other duties delegated by the Dean of Students.

PERSON SPECIFICATIONS

- Should have Bachelor's degree in Secretarial Sciences and on job training.

JB 63: JOB TITLE: DOMESTIC BURSAR

Salary Scale:

Responsible to: Dean of Students

Responsible for: Assistant Domestic Bursar and All Kitchen Staff

KEY FUNCTIONS

- Supervision of the staff in the catering section.
- Prepare the monthly food schedules in liaison with the Storekeeper
- Prepare the menus for the students and visitors
- Prepare reports on the catering unit to the Dean of Students and Warden in charge of the kitchen.
- Supervise issuing and management of meal cards in the dining halls.
- Account for kitchen petty cash.
- Advise the dean of students on the weekly and monthly food requirements to be stocked.

- Liaise with estates on general repairs and replacement of equipment and acquisition of new equipment for the kitchen.
- Meet kitchen staff on general welfare.

PERSON SPECIFICATIONS

Should have a Bachelor's degree in Catering with atleast three years experience as Caterer in a large institution.

JB 64: JOB TITLE: ASSISTANT DOMESTIC BURSAR

Salary Scale:

Responsible to: Domestic Bursar

Responsible for: Kitchen staff

KEY FUNCTIONS

- Assist the Domestic Bursar in his / her duties
- Prepare daily ration cost book
- Maintain a general supervision on the cleanliness of the kitchen and dining premise, including the surrounding.
- Supervise food preparation and service in his / her shift.
- Act as Domestic Bursar in the absence of the domestic bursar.
- Perform any other duties as assigned by the Domestic Bursar and or any other University official authorized to do so.

PERSON SPECIFICATION

- Should have a Diploma in Catering. Three years experience.

JB 67: JOB TITLE: THE SECRETARY

Salary Scale: UB12

Responsible to: Head of Department

Responsible for: Office attendants

KEY FUNCTIONS

- Attend to the visitors of the Dean of Students.
- Handle the office petty cash
- Ensure proper filing of all official documents
- Attend to telephone calls in the Dean of Students' office
- Handle secretarial work for the Dean of Students' office.
- Ensure a smooth general management of the Dean of Students' office.
- Updating and keeping the dean of student's diary schedules.
- Perform any other duties delegated by the Dean of Students.

PERSON SPECIFICATION

Have a Diploma in Secretarial Studies and on job training.

JB 68: JOB TITLE: STENOGRAPHER

Salary Scale:

Responsible to: Secretary

Responsible for: Office Attendant

KEY FUNCTIONS

- Ensure proper filing of all official documents
- Ensure safe custody of all university property in the office.
- Handle all secretarial work in the office.
- Handle all in-coming and out-coming correspondences of the office.
- Attend to all visitors in the office
- Attend to all telephone calls to the office.
- Update and keep the diary of the immediate supervisor.
- Perform any other duties assigned by the immediate supervisor.

PERSON SPECIFICATION

Should have a Certificate in Secretarial Studies with two years experience.

JB 69: JOB TITLE: Chief Custodian

Salary Scale:

Responsible to: Warden

Responsible for: Custodians and Cleaners

MAIN PURPOSE OF THE JOB

- To ensure security of halls and University premises.
- To ensure custody of furniture, beddings, utilities and consumables.

KEY FUNCTIONS

- Prepare the duty roster for custodians and cleaners in consultation with the Warden.
- Check the custodians' daily reports and draw the attention of the Warden to important issues.
- Arrange for issuing of University property to students at the beginning of the semester and the return of the said property at the end of the semester and at any other official breaks.
- Make proper and prompt reports of any losses / theft to the warden or in his / her absence to the Dean of Students.
- Supervise Custodians and Cleaners
- Make thorough arrangements for the accommodation of any guests who have booked for residence in the hall.
- Report any cases of repair or replacement within the hall to the Warden
- Guide Estates staff to handle reported repairs.
- Keep an up-to-date inventory book of all the equipment in the hall of residence.
- Attend all meetings as may be required by the Warden.
- Keep a record of all borrowed equipment from the Hall of residence.
- Keep all the hall stores and duplicate keys of students' rooms.
- Carry out any other duties assigned by the Warden.

KEY OUTPUTS.

- Discipline of students maintained

PERSON SPECIFICATIONS

- Should have attained a minimum of Uganda Advanced Level Certificate of Education or Sudan Secondary School Certificate.
- Police training will be of added advantage.
- Should have working experience of not less than two years.

JB 70: JOB TITLE: Custodian

Salary Scale:

Responsible to: Chief Custodian

Responsible for: Hall Attendants

KEY FUNCTIONS

- Keep the custodian's office open for the prescribed period when on duty.
- Attend to students' problems
- Receive students' visitors and assist them appropriately.
- Issue University property to the students at the beginning of the semester and return of the said property back at the end of the semester.
- Prepare daily reports while on duty and submit them to the Chief Custodian before signing off.
- Supervise Cleaners when the Chief Custodian is off campus.
- Check the hall and rooms to ensure that the hall of residence is maintained in good condition.
- Assist the Chief Custodian in making arrangements for the accommodation of any visiting guests.
- Look after and protect the university property and the property of the students within the hall.
- Report all areas in the halls that require repair / maintenance to the Chief Custodian
- Keep the keys and lock the gates of the hall at the stipulated time.
- Report to the Warden any emergency cases of theft within the hall and inform the Chief Custodian.
- Perform any other duties assigned by the Warden and Chief Custodian.

PERSON SPECIFICATION

Should have A' level certificate with police training. Two year experience.

JB71 : JOB TITLE: ASSISTANT SPORTS TUTOR

Salary Scale:

Responsible to: Sports Tutor

Responsible for: Grounds workers and Storekeeper.

KEY FUNCTION

- Supervise all work at the Sports facilities
- Supervise the grounds workers
- Assist in the coaching of the University teams
- Perform any other official duties assigned to him / her by the Senior Sports Tutor and the Sports Tutor.

PERSON SPECIFICATIONS

Bachelors' degree in a relevant field e.g. Bachelor of Science in Sports and Leisure Management.

JB 72: JOB TITLE: THE GAMES ASSISTANT

Salary Scale:

Responsible to: Assistant Sports Tutor

Responsible for:

KEY FUNCTIONS

- Coach the University teams in the sports of one's specialization for local clubs, inter-University international competitions.
- Supervise issuance and collection of sports equipment.
- Reports to the Sports Tutor
- Assist in the coordination and supervision of the intra-mural sports program.
- Perform any other official duties assigned to him / her by the Sports Tutor and Assistant Sports Tutor.

PERSON SPECIFICATIONS

Diploma in a relevant field e.g. Diploma in Physical Education and Sports Management

JB 73: JOB TITLE: BOILER TECHNICIAN

Salary Scale: UB12

Responsible to: Domestic Bursar

Responsible for:

KEY FUNCTIONS

- Operate the boiler
- Carry out routine checks on the boiler machines to identify requirements for minor repairs
- Carry out minor repairs on the boiler machines and submit a report to the Estates office through the Dean of Students.
- Prepare regular reports on the condition of the boilers.
- Prepare comprehensive annual reports on the condition of the boilers and submit them to Estates office through the Dean of Students.
- Report requirements for repair of the boilers to the Domestic Bursar and Estates office
- Carryout any other duty assigned by the Domestic Bursar.

PERSON SPECIFICATIONS

Should have a Diploma in Mechanical or Electrical Engineering and should have at least 3 years' experience.

JB 74: JOB TITLE: THE STORE KEEPER

Salary Scale: UB12

Responsible to: The Bursar and Dean of Students

Responsible for:

KEY FUNCTIONS

- Liaise with Domestic Bursar on the preparation of the monthly food schedules.
- Receive both dry and fresh foods on order from Suppliers in conjunction with the Auditor.

- Record all foodstuffs received in good order in the record book (tender receiving book journal) with relevant documents attached.
- Keep record of Bin cards
- Issue foodstuffs for daily meals of students as requested by Domestic Bursar or Assistant Domestic Bursar.
- Balance weekly stock sheets.
- Forward for payment goods received notes of suppliers.
- Keep keys for the stores.
- Carryout annual stock-taking.
- Any other duties assigned by the Bursar and the Dean of Students

PERSON SPECIFICATIONS

Diploma in a relevant field.

JB 75: JOB TITLE: HEAD COOK

Salary Scale: UB15
 Responsible to: Domestic Bursar
 Responsible for: Kitchen Attendants

KEY FUNCTIONS

- Receives foodstuffs from the Storekeeper
- Ensure good preparation of food to meet acceptable standards.
- Ensure that all the food released from the store is prepared and served.
- Ensure that the place of work is kept tidy.
- Supervise cooks and assistant cooks.
- Responsible for the preparation of visitor's meals.

PERSON SPECIFICATION

- 'O' level Certificate with three years experience in cooking in a large institution.

JB 76: JOB TITLE: KITCHEN ATTENDANT / WAITER / WAITRESS

Salary Scale: UB15
Responsible to: Domestic Bursar
Responsible for:

KEY FUNCTIONS

- Keep the dinning premises tidy including windows.
- Clean plates, cups and water containers
- Boil tea / drinking water
- Serve tea and food to students and visitors
- Peel / cut meat / cabbage when on call.
- Maintain in place tables and benches for the dining hall.
- Perform any other duties as assigned by the Domestic Bursar.

SPECIFICATION

'O" level certificate.

JB 77: JOB TITLE: KITCHEN ATTENDANT (COOK)

Salary Scale: UB15
Responsible to: Domestic Bursar
Responsible for:

KEY FUNCTIONS

- Prepare food for the students and visitors.
- Serve food
- Clean the cooking pans.
- Clean the kitchen premises, drainage system and the surroundings.
- Clean food stores.
- Peel fresh foods.
- Sort grain foodstuffs
- Help the store keeper to weigh foodstuffs.
- Perform any other duties as may be assigned by the Domestic Bursar.

PERSON SPECIFICATION

- 'O" level certificate.

JB 78: JOB TITLE: HEAD WAITER / HEAD WAITRESS

Salary Scale: UB12
Responsible to: Domestic Bursar
Responsible for: Waiters / Waitresses

KEY FUNCTIONS

- Receives tea / sugar from the store for boiling tea for both students and visitors.
- Supervise her subordinate on the boiling of drinking water and ensure that plates / cups are clean.
- Keep the dinning premises clean from dust and cobwebs and ensure cleanliness of the floor and windows.
- Keep an up-to-date record of plates / cups / tables and benches
- Inspect on a daily basis, the drinking water container and the dinning surroundings.
- Supervise the marking of meal-sheets and report any irregularities of meal cards to the Domestic Bursar.
- Keep record of daily duty roster book on staff attendance.

PERSON SPECIFICATION

Should have a Diploma in Catering.

5. OFFICE OF THE UNIVERSITY BURSAR

JB 79: JOB TITLE: UNIVERSITY BURSAR

Salary scale: UB3

Responsible to: University Secretary

Responsible for: Deputy Bursars

PURPOSE OF THE JOB

- To carry out strategic financial planning and budgeting of the University's activities and operations.
- To provide professional leadership and guidance in the management of financial resource including monitoring the utilization of funds.

KEY FUNCTIONS

- Developing and formulation strategic financial plans and budgets for the University outlining project revenue sources and expenditures and measures to be taken to control costs.
- Developing and installing effective financial management systems and procedures aimed at improving financial reporting and account in accordance with Government and the University Financial policies and procedures.
- Supervising the preparation and production of annual budget timely.
- Ensuring proper maintenance of books of accounts and production of periodical financial statements.
- Establishing stringent expenditure control procedures to ensure that proper authorization for payments is strictly followed, any expenditure incurred is supported by payment vouchers and other valid accounting documents and ensuring that budgetary allocations are not exceeded without justifiable cause.
- Supervising the preparing and producing final accounts of the University.
- Participating in contract negotiations with suppliers and contractors and following up to ensure that all contractual obligations are fulfilled and are cost effective.
- Ensuring proper maintenance, storage and security of financial and accounting documents

- Assessing training needs to accounting staff as well as providing them with on-the-job training.
- Carrying out performance staff appraisals
- Preparing monthly financial reports showing achievements against set targets as well as providing justification for variances.

KEY OUTPUTS

- Strategic plans and budgets developed and formulated
- Annual budget timely prepared and produced
- Books of accounts maintained.
- Periodical financial statements prepared
- Stringent expenditure control procedures established.
- Financial accounts prepared and audited
- Contracts followed to ensure fulfillment of contractual obligations.
- Financial and accounting documents securely stored
- Staff performance appraisal carried out.
- Monthly financial reports prepared.

CONTACTS

- Vice Chancellor on Financial matters
- University Secretary on Financial issues
- Deans, Directors, Heads of Departments on budget preparations/coordination and financial matters.
- Staff on allowances, salaries etc.
- Contractors and suppliers
- Ministry of Finance, Planning and Economic Development
- Ministry of Higher Education, Research, Science and Technology.

PERSON SPECIFICATIONS

- **Minimum qualifications:** MBA degree and relevant first degree. Full professional qualifications of ACCA, CPA, and ICMA.
- **Skills:** should have strong leadership, interpersonal and communication skills with a track record of managing large budgets and installing effective financial management systems.

- Should be proficient in using word processing, spreadsheet and accounting computer software packages.

Experience: - should have a Minimum of five years experience of financial management gained from a large institution.

- Should have experience and knowledge of governmental and donor funding policies and procedures.

JB 80: JOB TITLE: DEPUTY BURSAR– PROJECTS, BUDGETING AND CAPITAL DEVELOPMENT.

Salary Scale: UB4

Responsible to: University Bursar

Responsible for: - Senior Assistant Bursar – Projects

- Senior Assistant Bursar – Budgeting and Monitoring
- Senior Assistant Bursar – Salaries and Wages

Department: University Bursar’s Department

PURPOSE OF THE JOB

- To ensure efficient and effective financial management of projects undertaken by the University.
- To develop appropriate strategies for budgeting and monitoring all different operations of the University.
- To ensure efficient and effective management of payroll and timely payment of salaries and wages.

KEY FUNCTION.

- Developing appropriate strategies for budgeting and monitoring all the revenue and expenditure relating to capital development projects and operational activities.
- Ensuring timely preparation of corporate budget and annual budget by consulting and coordinating all Deans, Directors and Heads of Departments.
- Compiling and analyzing financial information to prepare entries to accounts such as cash books entry journals and general ledger accounts.
- Ensuring timely preparation and production of payroll.
- Ensuring timely and accurate payment of salaries and wages.
- Reviewing all financial transactions to ensure they are properly documented in accordance with accounting policies and procedures.
- Ensuring the analysis of financial information on assets, liabilities and capital development projects to ensure that balance sheet, surplus and loss statement and other reports to summarize current and project financial position are prepared.
- Auditing contracts, orders and vouchers and preparing reports to substantiate individual transactions prior to settlement.
- Ensuring proper maintenance of financial information system to cover general ledger, job costing as well as fixed assets management register for documenting acquisition, maintenance, valuation, depreciation, capitalization, replacement and disposal of assets, ensuring the reconciliation of all income statements against expenditure to ensure that records of income, creditors and debtors are completed at the end of each month.
- Reviewing analysis of activities, costs operations and forecast data to determine the progress of each project against budget.
- Preparing of each project against budget.
- Preparing monthly and quarterly financial reports.
- Assisting the University Bursar in preparing final accounts.

KEY OUTPUTS

- Appropriate strategies for budgeting and monitoring revenue and expenditure developed.
- Corporate budget timely prepared.
- Financial information analyzed.
- Payroll timely prepared and produced.
- Salaries and wages accurately and timely paid.

- Financial information on assets, liabilities and capital development projects maintained and analyzed.
- Reconciliation of income statements against expenditure carried out.
- Monthly and quarterly financial reports prepared.

CONTACTS.

- University Bursar on guidance and consultation
- Deans of Faculties, Directors of institutes and Heads of Departments.
- Heads of Income Generating Units.

PERSON SPECIFICATION

- MBA degree and relevant first degree plus professional qualification of ACCA, CPA, ICMA.
- **Skills:** Should have strong leadership and communication skills. Should be proficient in using word processing, spreadsheet as well as computerized account software.
- **Experience:** Four years experience in accounting and budgeting in a recognized institutions.

JB 81: JOB TILE: DEPUTY BURSAR – INCOME GENERATING UNITS

Salary Scale: UB4

Responsible to: University Bursar

Responsible for: - Senior Assistant Bursar -Revenue
 - Senior Assistant Bursar – Income Generating

PURPOSE OF THE JOB

- To coordinate and collect revenue from all income (generating units of the University).
- To ensure accountability of all revenue collected from income generating units

KEY FUNCTIONS

- Developing and formulating strategic revenue collection schedules and plans to be followed by various income generating units.

- Supervising revenue collection from various income generating units and ensuring that all revenue collected is properly receipted and promptly banked.
- Scrutinizing and studying monthly cash flow forecasts and revenue reports and taking appropriate actions incase of unjustifiable variances.
- Coordinating and ensuring timely reconciliation of all revenue collected to ensure that there is an up-to-date record of all cash collected at the end of each (following) month.
- Ensuring that all returns relating to revenue collections from various units are received and analyzed in good time.
- Interpreting financial reports, statements, accounting records and advising the University Bursar on variances.

KEY OUTPUTS

- Strategic revenue collection schedules and plans developed and formulated.
- Revenue collections from various units supervised to ensure proper accountability.
- Timely reconciliation of all revenue collected coordinated to ensure up to date record of cash collected.
- Returns relating to revenue collection analyzed.
- Financial reports, financial statements and accounting records interpreted.
- Staff performance appraised.

CONTACTS

- University Bursar on revenue collection.
- Deans of Faculties, Directors of Institutes and Heads of Departments on revenue collected from income generating units.

PERSON SPECIFICATION.

- MBA degree and relevant first degree. Full professional qualification of ACCA, CPA and ICMA.
- **Skills:** should have good leadership and communication skills. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- **Experience:** should have four years experience on relevant duties in a recognized institution.

JB 82: JOB TITLE: SENIOR ASSISTANT BURSAR

Salary Scale: UB5

Responsible to: Deputy Bursar

Responsible for: - Assistant Bursar

DUTIES

- Arranging meetings of the Tender Board Sub-Committee and Tender Board meetings.
- Administering the procurement of both local and foreign purchase for the University
- Ensuring that departmental requirements for teaching materials etc. are considered by Tender Board eventually orders and ensures deliveries are made.
- Arranging for staff and student Air tickets on official travels.
- Advertising for supplies in consultation with the bursar.
- Perform any other official duties as may be assigned by the University Bursar.

PERSON SPECIFICATIONS

- MBA degree and relevant first degree. Full professional qualification of ACCA, CPA and ICMA.
- **Skills:** should have good leadership and communication skills. Should be proficient in using word processing, spreadsheets as well as computerized accounting systems software.

Experience: should have two years experience on relevant duties in a recognized institution.

JB 83: JOB TITLE: ASSISTANT BURSAR (ACCOUNTS)

Salary Scale: UB6

Responsible to: University Bursar

Responsible for

DUTIES

- Assisting the Senior Assistant Bursar in the general administration of the account section.
- Passing payments vouchers both for locally generated funds and treasury funds.
- Advise on the operation of students' finances and prepare students' related budget items.
- Attending to public inquires on the status of payments.
- Preparation of final accounts.
- Coordinating the finance department with other departments.

- Receiving and scrutinizing invoices from purchasing section.
- Perform any other official duties as may be assigned by the University Bursar.

PERSON SPECIFICATIONS

- First degree and relevant first degree. Full professional qualification of ACCA, CPA and ICMA.
- **Skills:** Should have good leadership and communication skills. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- **Experience:** Should have two years experience on relevant duties in a recognized institution.

JB 84: JOB TITLE: ASSISTANT BURSAR (SALARIES AND WAGES)

Salary Scale: UB6

Responsible to: University Bursar.

Responsible for:

DUTIES

- Assisting the Senior Bursar in the general administration of the salaries section
- Cross checking and signing pat changes reports
- Attending to staff inquiring the status of their payments.
- Responsible as contact officer with computer data processing office of the treasury on queries raised on the payroll from time to time.
- Interpretation of reports
- In charge of staff superannuation.
- In charge of retirement benefit scheme.
- In charge of national social security fund.
- In charge of employee's union deductions.
- Perform any other official duties as may be assigned by the University Bursar.

PERSON SPECIFICATION

- First degree and relevant first degree. Full professional qualification of ACCA, CPA and ICMA and ICMA
- **Skills:** should have good leadership and communication skills. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- **Experience:** Should have two years experience on relevant duties in a recognized institution.

JB 85: JOB TITLE: ASSISTANT BURSAR (IGU)

Salary Scale: UB6

Responsible to: University Bursar

Responsible for:

DUTIES

- Assisting the Senior Assistant Bursar (IGU) in the general administration of the Income Generating Units Section
- Co-ordinating the desk officers for various units.
- Taking minutes from meetings related to the money generating units.
- Monitoring receipts of money paid in by students.
- Communicating to Deans/ Directors or Heads on fees payment status.
- Arranging the receipts of revenue by liaising with the cash office.
- In charge of reconciling money received and banked.
- In charge of inspectorate team that will be inspecting the books of accounts for the various units.
- Perform any other official duties as may be assigned by the University Bursar.

PERSON SPECIFICATION

- First degree and relevant first degree. Full professional qualification of CCA, CPA and ICMA.

- **Skills:** Should have good leadership and communication skills. Should be proficient in using word processing, spread sheet, as well as computerized accounting systems software.
- **Experience:** Should have two years experience on relevant duties in a recognized institution.

JB 86: JOB TITLE: ASSISTANT BURSAR (PURCHASING)

Salary Scale: UB6

Responsible to: University Bursar

Responsible for:

DUTIES

- Assisting the Senior Assistant Bursar in the general administration of the purchasing section.
- In-charge of costing the items for purchase.
- Preparation of quarterly reports on purchases, imports and donations.
- Market surveying.
- Preparation of purchase budget and reviewing them from time to time.
- Supervision of preparation of Local Purchase Orders (LPO) and ensures the delivery.
- Perform any other official duties as may be assigned by the University Bursar.

PERSON SPECIFICATIONS

- First degree and relevant first degree. Full professional qualification of ACCA, CPA and ICMA.
- **Skills:** Should have good leadership and communicational skills. Should be proficient in using word processing, spreadsheet, as well as computerized accounting systems software.
- **Experience:** Should have two years experience on relevant duties in a recognized institution.

JB 87: JOB TITLE: ADMINISTRATIVE ASSISTANT

Salary Scale: UB7

Responsible to:

Responsible for:

DUTIES

- Prepare quarterly financial reports.
- Attending to staff inquiring the status of their payments.
- Responsible as a contact officer with computer data processing office of the treasury on queries raised on the payroll from time to time.
- Interpretation of reports.
- In charge of staff superannuating.

PERSON SPECIFICATIONS

- BCOM or equivalent.
- Skills: Should have good leadership and communication skills. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- Experience; Should have two year experience on relevant duties in a recognized institution.

JB 88: JOB TITLE: ACCOUNTS ASSISTANT (PAYMENT)

Salary Scale: UB12

Responsible to: University Bursar

Responsible for:

DUTIES

- Preparing vouchers for general payments.
- Writing general journal voucher.
- Posting stock cards using journal vouchers
- Adjusting
- Stock cards using journal vouchers.
- Posting stock cards using information from requisition sheets/ issue note.
- Charging coding payment voucher.
- Perform any other duties as may be assigned by the University Bursar.

PERSON SPECIFICATIONS

- A Minimum of a Diploma in Business Administration or equivalent.
- **Skills:** Should have good leadership and communicational skills. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- **Experience:** Should have two years experience on relevant duties in a recognized institution.

JB 89: JOB TITLE: ACCOUNTS ASSISTANT (VOTEBOOK)

Salary Scale : UB12

Responsible to:

Responsible for:

DUTIES

- Maintain the general books whereby particular expenses are grouped and posted to relevant vote.
- Totalling and cross casting the general vote books.
- Handle ministry accountabilities whereby the quarterly accountabilities to Ministries can be submitted in time.

- Handle all staff ledgers are debited whereby staff ledgers are debited whenever they take University money for purchase or office petty cash and credited when journal vouchers prepared clearing them.
- Advice on staff not supposed to be given additional advances when previous ones are not accounted for funds.
- Prepare schedules on monthly basis for staff not accounted for funds.
- Perform any other duties as may be assigned by the University Bursar.

PERSON SPECIFICATIONS

- A Minimum of a Diploma in Business Administration or Equivalent.
- **Skills:** Should have good leadership and communication skills. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- **Experience:** Should have two years experience on relevant duties in a recognized institution

JB 90: JOB TITLE: ACCOUNTS ASSISTANT

Salary Scale: UB12

Responsible to: University Bursar

Responsible for:

DUTIES

- Sorting pay slips according to departments and dispatching them.
- Dispatching cheques (salary cheques) to the various banks.
- Making follow up of particular payment like PAYE, RBS, GPT.
- Computing overtime claims.
- Raising salary voucher and various deductions vouchers.
- Updating the salary vote book.
- Collecting computer print outs from Southern Sudan Computer Services (SSCS) and dispatching pay change report forms to Commissioner –Data processing.
- Perform any other official duty as may be assigned by the University Bursar.

PERSON SPECIFICATIONS

- A Minimum of a Diploma in Business Administration or Equivalent.
- **Skills:** Should have good leadership and communication skills. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- **Experience:** Should have two years experience on relevant duties in a recognized institution.

JB91: JOB TITLE: ADMINISTRATIVE SECRETARY

Salary Scale: UB7

Responsible to: University Bursar

Responsible for:

DUTIES

- In charge of all secretarial services in the Finance Department particularly in the Office of the University Bursar.
- Administrative Office petty cash.
- Supervises receptionist, and Office Attendant.
- Perform any other official duties as may be assigned by the University Bursar.

PERSON SPECIFICATIONS

- A Bachelors Degree in Secretarial Science.
- **Skills:** Should have good leadership and communication skills. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- **Experience:** should have two years experience on relevant duties in a recognized institution.

JB92: JOB TITLE: SECRETARY

Salary Scale: UB12

Responsible to: University Bursar

Responsible for:

DUTIES

- Typing letters and reports of the Department.
- Typing notice, agenda and minutes of meetings.
- Filing letters reports and minutes.
- Performs any other official duties as may be assigned by the University Bursar.

PERSON SPECIFICATION

- BCOM or equivalent.
- Skills: Should have good leadership and communication skills. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- Experience: Should have two years experience on relevant duties in a recognized institution.

JB93: JOB TITLE: OFFICE ATTENDANT

Salary Scale: UB15

Responsible to: Administrative Secretary

DUTIES

- Assist the receptionist in moving documents within the Finance Department.
- Preparing and serving of tea to members of staff in the Department.
- Cleaning all the offices within the offices.
- Perform any other official duties as may be assigned by the Supervisor.

PERSON SPECIFICATIONS

- 'O' Level or equivalent.

6. LIBRARY DEPARTMENT

JB 94: JOB TITLE UNIVERSITY LIBRARIAN

Salary Scale: UB3

Responsible to: Vice Chancellor

Responsible for: Deputy librarian

 Sen. Asst. Librarians

Assistant Librarians.

PURPOSE OF THE JOB

- Responsible for planning, budgeting and coordinating programmes for the development of well stocked and continually updated libraries in order to facilitate the effective functioning of the University.
- Also responsible for developing and implementing annual activity plans as well as monitoring and reviewing performance against set targets and objectives.
- Other duties include proper maintenance of information resources through an effective cataloging and classification system.

KEY FUNCTIONS

- Developing an annual action plan and budget for the acquisition of relevant books, periodicals, journals publications, computer discs and other information resources in order to facilitate the effective functioning of the University.
- Coordinating the development of well stocked and continually updated libraries in order to facilitate the proper functioning of the University.
- Monitoring and reviewing the performance of the libraries on the campus and making recommendations that will ensure the achievement of goals and objectives particularly as regards maintaining international academic and professional standards.
- Coordinating the acquisition and proper maintenance of books, serial publications, documents, audio visual materials, electronic media resources, computer docs as well as other academic publications, equipments and information technology for the various libraries in the campus.

- Developing systems for assisting library students and other users in locating and obtaining reading materials as well as making proper arrangements to access information resource centre via the computer internet.
- Providing regular updates on activities, facilities, books and publications in order to ensure that library users are kept informed of latest developments in their respective disciplines.
- Developing effective procedures to enable library users to utilize reference sources, search catalogue book periodical indexes, computer database, surf the internet and browse computer discs to locate and download information.
- Receiving complimentary copies of books, publications and new acquisition and issuing them for circulation to specified heads of departments. Also coordinating the exhibition of new information resources for review by library staff, academic staff and students.
- Coordinating the development and implementation of an effective cataloging and classification system in order to ensure rapid access and retrieval of information.
- Coordinating annual stock-taking exercise in order to conduct a proper audit and accountability of all acquisitions in the library.
- Accessing training needs, developing and implementing on the job training programmes aimed at equipping library staff and users with the necessary knowledge, skills, attitudes and behaviors.
- Developing and coordinating training programmes and activities aimed at promoting the effective use of library.
- Working closely with the donor organization and strategic partners to ensure continuing support in the acquisition of information resources as well as the development of library facilities.
- Monitoring and evaluating the performance of library staff against set targets and taking corrective action whenever performance improvement is required.
- Automation and modernization of library services through ICT.
- Initiate and implement University Library Policies.
- Developing and implementation of an effective knowledge organization system in order to ensure rapid access and retrieval of information.
- Developing and coordinating training programmes and activities aimed at promoting the effective use of the library.
- Monitoring through initiation & implementation of formal and in service staff training programmes.

PERSON SPECIFICATIONS

- **Minimum Qualifications and Training:** Masters degree in Library or Information Science.
- **Skills:** Must have effective communication skills and should be proficient in computer systems including use of the e-mail and the internet.
- **Relevant Experience:** Must have a minimum of five years demonstrable experience of a large education institution.

JB 95: JOB TITLE: DEPUTY LIBRARIAN

Salary Scale: UB4
Responsible to: University Librarian
Responsible for: Sen. Asst. Librarian
Assistant Librarians

DUTIES

- Development of an Annual Action Plan and Budget for the acquisition of relevant and up to date reading materials.
- Coordination of the activities of the various units, namely: Technical Service, Circulation, Reserve, Book Bank in both main branch libraries.
- Monitoring and reviewing performance of all libraries with the University Service.
- Coordinating the acquisition, processing of all library reading, audiovisual, and electronic materials within the University Library Service.
- Developing systems to facilitate accessibility of reading materials by library users.
- Provision of regular updates on the library stock to adequately inform the leaders on all materials received in the library.
- Development of effective and efficient procedures to enable users utilize all the available materials within the University Library Service.
- Will be in charge of Library Stock-taking in the entire University Library Service.
- In charge of day to day running of the University Library Service.
- Coordination of automated Library Services.
- Coordination of IGU activities.

- Coordination of regular updates on the library stock to adequately inform the leaders on all materials received in the library.
- Design user education programmes.

PERSON SPECIFICATIONS

- **Minimum Qualifications and Training:** Masters degree in Library or Information Science.
- **Skills:** Must have effective communication skills and should be proficient in computer systems including use of the email and the internet.
- **Relevant Experience:** Must have a minimum of five years demonstrable experience of a large education institution.

JB96: JOB TITLE: SENIOR ASSISTANT LIBRARIAN (6)

Salary Scale: UB5

Responsible to: University Librarian

Responsible for: Assistant Librarians.

DUTIES

- Will be responsible for coordinating training programmes.
- Responsible for support staff supervision.
- Responsible for the compilation of accessions bulletin and list of serials.
- Prepare and take charge of selective Dissemination of Information (SDI) Bulletins.
- Responsible for library Automation (ICT).
- In charge of selective dissemination of information (SDI) & Current Awareness Services.
- Library Automation (ICT)
- Processing of Library Materials.
- Selection and acquisition of library materials.
- Carry out any other duties assigned by the Deputy Librarian.

PERSON SPECIFICATIONS

- **Minimum Qualifications and Training:** Masters degree in Library or Information Science.
- **Skills:** Must have effective communication skills and should be proficient in computer systems including use of the e- mail and internet.

JB 97: JOB TITLE: ASSISTANT LIBRARIAN 1

Salary Scale: UB7

Responsible to: Senior Assistant Librarian

Responsible for: Assistant Librarians

DUTIES

- Cataloging and Classification.
- Compiling of bibliographies
- Checking the filling of catalogue cards.
- Re- cataloguing and classification.
- To carry out other office duties as may be assigned by the Deputy Librarian.

PERSON SPECIFICATIONS

- **Minimum Qualifications and Training:** Must have Bachelors degree in Library or Information science with three years experience.
- **Skills:** Must have Effective communication skills and should be proficient in computer systems including using of the e-mail and the internet.

JB 98: JOB TITLE: ASSISTANT LIBRARIAN II

Salary Scale: UB7

Responsible to: Senior Assistant Librarian

Responsible for: Assistant Librarian

DUTIES

- In charge of registration of library users
- Handle overdue and replacement of lost or damaged library materials.

- Handle Library Security Materials
- Supervision of Library Assistants

PERSON SPECIFICATIONS

- **Minimum Qualifications and Training:** Bachelors degree in Library or Information Science with three years experience.
- **Skills:** Must have effective communication skills and should be proficient in computer systems including use of the e-mail and the internet.

JB 99: JOB TITLE: LIBRARY ASSISTANT

Salary Scale: UB12

Responsible to: Assistant Librarian

Responsible for:

DUTIES

- Responsible for manning the circular desk, Reserve, Reference and Book Bank Section.
- Checking reading materials out of and back into the library
- In charge of shelving and re- shelving.
- Shelve reading
- Keeping the library stock clean and tidy
- Issuing overdue notices and reminders.
- Ensuring that defaulters are brought to the attention of Assistant Librarian 11
- Ensuring security of library stock.
- Ensuring only eligible Library users come into the Library.
- Ensuring that accurate records of library users are kept.

PERSON SPECIFICATION

- **Minimum Qualifications and Training:** A Diploma in Library or Information Science with three years experience.
- **Skills:** Must have efficient communicational skills and should be proficient in computer systems including use of the email and the internet.

JB 100: JOB TITLE: DATA ENTRY OPERATOR

Salary Scale: UB12

Responsible to: Senior Assistant Librarian

Responsible for: Data Entry

DUTIES

- Entering all captured data on all library collections into data base.
- Periodically updating Library records
- Any other related activity assigned to him by the Senior Assistant Librarian(ICT)

PERSON SPECIFICATION

- **Minimum Qualifications and Training:** Diploma in Library or Information Science.
- **Skills:** Must have effective communication skills and should be proficient in Computer Systems including use of the e-mail and the internet.

JB 101: JOB TITLE: HEAD BINDER

Salary Scale: UB13

Responsible to: Senior Assistant Librarian

Responsible for: Binders

DUTIES

- Overall in charge of the library bindery
- Responsible for the planning, budgeting for the development of the bindery
- Prepare and keep an up to date register for materials received and bound.
- Ensure effectiveness, efficiency and good workmanship.
- Prepare for binding materials brought to the bindery.
- Make monthly and annual bindery reports.

PERSON SPECIFICATIONS

- Minimum qualifications and training: A level certificate plus a relevant qualification, Trade, Text book binding with five years working experience.
- Skills: Must have effective communication skills and should be proficient in computer systems including use of e-mail and address.

JB102: JOB TITLE: BINDER

Salary Scale: UB14

Responsible to: Head Binder

DUTIES

- Under the supervision of the Head binder.
- To ensure that all the work brought to the bindery is worked on, delivered with utmost efficiency, and exhibits good workmanship.

PERSON SPECIFICATIONS

- **Minimum Qualification and Training:**Binder grade 1 (with trade test certificate grade1), a level certificate plus any other relevant qualification in book binding with two years working experience.
- Skills: Must have effective communication skills and should be proficient in computer systems including use of e-mail and internet.

JB 103: JOB TITLE: ADMINISTRATIVE SECRETARY.

Salary Scale: UB7

Responsible to: The University Librarian

Responsible for: Secretary

Office Attendant

DUTIES

- Overall in charge of the Librarian's office
- Develop and maintain a filing system that can be used by anyone in the office.
- Responsible for good public relations
- Responsible for all official correspondents.
- Prepare and keep an update register for materials received and bound.

PERSON SPECIFICATION

- **Minimum Qualifications Training:** Bachelors degree in secretarial science with two years experience.
- **Skills:** Must have effective communication skills and should be proficient in computer systems including use of Deputy Librarian and Senior Assistant Librarians.

JB 104: JOB TITLE: SECRETARY

Salary Scale: UB12

Responsible to: Deputy Librarians

Responsible for: Office Attendants

DUTIES

- Secretary Deputy Librarians & senior assistant librarians.
- Handle administrative correspondence in the Office of Librarian and Senior Assistant Librarians.

PERSON SPECIFICATIONS

- **Minimum Qualifications and Training:** Diploma in secretarial science with three years experience.
- **Skills:** Must have effective Communication Skills and should be proficient in computer systems including use of e-mail and internet.

JB 105: JOB TITLE: OFFICE ATTENDANT

Salary Scale: UB12

Responsible to: Administrative Secretary

DUTIES

- Opens and closes offices/lecture rooms in time
- sweeping, cleaning, mopping and dusting doors and windows
- Carries messages/errands to various departments
- Prepares and serves tea to staff
- Collects requisitioned items from central store
- Washes utensils after use by staff
- Ensure general cleanliness of the office/lecture rooms
- Perform any other official duties as may be assigned by the Head of Department.

PERSON SPECIFICATIONS

Minimum Qualifications and Training. 'O' Level Certificate.

7. PROCUREMENT SECTION

JB 106: JOB TITLE

- Salary Scale: UB5
- Responsible to: University Secretary
- Responsible for: Procurement Officer
Asst. Procurement Officer
Procurement Assistant

PURPOSE OF THE JOB

- To coordinate the procurement of goods, works and services of the University

KEY FUNCTIONS

- To coordinate the procurement of goods, works and services of the University
- Overall head of the section to ensure efficient and effective management.
- Supervision of procurement, planning, budgeting and control of the resources of the procurement unit.
- Preparing periodic reports for the Contract Committee.
- Ensuring conformity with Government Procurement Regulations.
- Providing timely advice to Accounting Officer, Contracts Committee and members of the University on all matters pertaining to Procurement.
- Evaluating all procurement requirements and recommending the most appropriate procurement.

KEY OUTPUTS

- Planned, controlled, transparent and accountable procurement service to the University.
- Timely technical advice relating to procurement tendered to Contracts Committee, Accounting Officer and members of the University.
- Well managed Procurement System put in place.
- Members of the Contract Committee and staff of Procurement Unit trained and developed.
- Timely and accurate secretarial services provided to the Contracts Committee.

CONTACTS

- University Secretary on all Procurement issues.
- Vice Chancellor.
- Deans, Directors and Heads of Departments
- Members of Contracts Committee.
- Suppliers and Contractors on Tendering issues.
- Accounting Section.

PERSON SPECIFICATONS

- At least a Masters degree in Procurement and Supplies.
- Should have good interpersonal and communicational skills.
- Should have well developed analytical and leadership skills and qualities.
- Should have at least five years experience in Procurement and Supplies.

JD 107: JOB TITLE: PROCUREMENT OFFICER

- Salary Scale: UB6
- Responsible to: Senor Procurement Officer
- Responsible for: Asst. Procurement Officer
Procurement Assistants.

PURPOSE OF THE JOB

- To assisting ensuring the proper management of procurement activities so as to guarantee value for money.

KEY FUNCTIONS

- Developing appropriate Systems, Procedures and Guidelines for the Procurement Unit and Contracts Committee.
- Taking a lead in the preparation of bid documents for high value and highly specialized procurement.
- Evaluating bids for high value and specialized procurement.
- Responsible for contract administration including preparation of contracts and issuing approved contracts.

- Liaising with suppliers and other stakeholders to ensure timely delivery of goods and services as per contract.

KEY OUTPUTS

- Goods and services procured in a timely and cost effective manner.
- Procurement Regulations (Government or Donors) adhered to.
- Appropriate systems, procedures and guidelines for the procurement Unit Contracts Committee Developed.
- Bidding documents and contracts prepared.

CONTACTS

- Senior Procurement Officer on advice and guidelines.
- Suppliers and other stakeholders on procurements and supplies.

PERSON SPECIFICATION

- A Master's degree in Procurement and Supplies.
- Should have a well developed interpersonal and communication skills.
- Ability to foster team spirit and team work.
- Should have at least three years experience in procurement and supplies.

JD108: JOB TITLE: ASST. PROCUREMENT OFFICER

- Salary Scale: UB7
- Responsible to: Senior Procurement Officer
- Responsible for: Procurement Assistant

Procurement Section.

PURPOSE OF THE JOB

- To ensure that the necessary procurement documentation is in place and is properly utilized.

MAIN FUNCTIONS

- Liaising with end users and compiling all procurement requirements of the University.
- Guiding the supplies on procurement procedures, preparing evaluations of bids/ evaluation reports.

- Verifying documentation relating to procurement and organizing the documentation for easy use by the interested parties.
- Liaising with Finance to ensure availability of procurement funds and timely payment to suppliers.
- Attending to inquiries from bidders and suppliers.
- Informing bidders of outcome of the bidding process.
- Advertising tenders
- Distributes tender /bid documents.
- Receiving and registering bids.

KEY OUTPUTS

- Procurement documentation properly compiled and utilized.
- Suppliers properly guided on procurement procedures.
- Timely payment to suppliers.
- Procurement procedures compiled with.

CONTACTS

- Deans of Faculties and Heads of Departments on procurement requirements.
- Suppliers and bidders on quotations etc.

PERSON SPECIFICATIONS

- A Master's degree in Procurement and Supplies.
- Should have well developed interpersonal and communication skills.
- Ability to foster team spirit and team work.
- Should have at least three years experience in procurement and supplies.

JD 109: JOB TITLE: PROCUREMENT ASSISTANT

- Salary Scale: UB12
- Responsible to: Asst. Procurement Officer
- Responsible for:

PURPOSE OF THE JOB

- To facilitate a smooth bidding process and properly store all procurement records and information.

KEY FUNCTIONS

- Advertising tenders as directed by the Procurement Officer.
- Distributing tender bid documents.
- Receiving and registering bids.
- Attending to inquires from bidders and suppliers.
- Notifying bidders of the outcome of the bidding process.

KEY OUTPUTS

- Bidding process properly managed.
- Procurement records and information on suppliers properly stored.
- Inquiries from bidders and suppliers received and attached to.
- Bidders informed of the outcome of the bidding process.

CONTACTS

- Bidders and suppliers on inquiries related to bidding process and outcome.

PERSON SPECIFICATIONS

- A Diploma in Procurement and Supplies or its equivalent.

8. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT UNIT

JD 110: JOB TITLE: SENIOR HUMAN RESOURCE DEVELOPMENT OFFICER.

- Salary Scale: UB5
- Responsible to : Deputy Vice Chancellor(Finance & Administration)
- : University Secretary
- Responsible for: Human Resource Development Officer.

PURPOSE OF THE JOB

- To ensure efficient and effective development and management of human resources by initiating and developing appropriate terms and conditions of service, human resource development policies, procedures and practices and recruitment policy, procedures and practices.

KEY FUNCTIONS

- Coordinating the formulation and development of training policies and procedures.
- Accessing training needs and preparing training programmes.
- Formulating training proposals, schedules and budgets, utilizing knowledge of identified needs to design training programmes aimed at addressing problems affecting management and quality of service.
- To monitor the staff training and development budget.
- Providing on job training, using demonstrations, conferences, meetings and workshops as well as monitoring the progress of staff on training.
- Organizing and developing training manuals.
- Conducting training programmes for resource personnel in effective training techniques in such areas as those concerned with new employee's orientation, specific on job training, and refresher course training, etc.
- Advising management through Deputy Vice Chancellor (Finance and Administration) on appropriate salary structure that can motivate and retain qualified staff.
- To source and disseminate information on training opportunities.

KEY OUTPUTS

- Human Resource Policies formulated and developed.
- Training Assessment Programmes developed and implemented.
- On job training provided to staff.
- Training budget prepared and monitored.
- Advice on interpretation of policies and procedures provided.
- Performance appraisal of staff coordinated.
- Effective remuneration structure developed.
- Monthly reports on annual resource management programmes prepared.

CONTACTS

- Heads of Departments on human resource training needs.

PERSON SPECIFICATIONS

- A Masters degree in Human Resource Management or its equivalent.
- Should have good interpersonal and communication skills.
- Should have human resource development experience of at least four years.

JB111:JOB TITLE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER

- Salary Scale:UB6
- Responsible to: Senior Human Resource Mgt & Development Officer.
- Responsible for:

DUTIES

- Coordinating the formulation and development of human resource policies and procedures.
- Assessing training needs and preparing training programmes.
- Formulating training proposals, schedules and budgets, utilizing knowledge of identified needs to design training programmes aimed at addressing problems affecting management and quality of service delivery.
- Providing on job training, using demonstrations, conferences, meetings and workshops as well as monitoring the progress of staff training.
- Organizing and developing training manuals.

- Conducting training programmes for resource personnel in effective training techniques in such areas as those concerned with new employees orientation, specific on job training and refresher course training etc.
- Advising management through Deputy Vice Chancellor /Administration and Human Resource Development on appropriate salary structure that can motivate and retain qualified staff.
- Presenting the compiled list of academic staff requiring to be considered for further training through the Head of division to the Staff Development Committee of Senate.
- Keep up to date the register of staff on training and collate progress reports for Staff Development Committee.

KEY OUTPUTS

- Human Resource policies formulated and developed.
- Training Assessment programmes developed and implemented.
- On job training provided to staff.
- Training budget prepared and monitored.
- Advice on interpretation of policies and procedures provided.
- Performance appraisal of staff coordinated.
- Effective remuneration structure developed.
- Monthly reports on annual resource management programmes prepared.

PERSON SPECIFICATIONS

- A Masters degree in Human Resource Management or its equivalent.
- Should have good interpersonal and communication skills.
- Should have human resource development experience of at least two years.

9. ESTATES SECTION

JD 112: JOB TITLE: ESTATES OFFICER

- Salary Scale: UB4
- Responsible to: Deputy Vice Chancellor
- : University Secretary
- Responsible for: Assistant Estates Officer (Finance & Administration).

Assistant Estates Officer (Civil/Mechanical/Electrical)

Senior Technician (Civil/Mechanical/Electrical)

Transport Officer.

PURPOSE OF THE JOB

- To plan, control and coordinate all estates functions including transport management of the University.
- To develop technical plans, specifications and budgets for the construction, repair and maintenance of the University's buildings, motor vehicles, equipment and machinery.
- To prepare, monitor and evaluate contract agreements for contracting firms on projects and buildings.

KEY FUNCTIONS

- Developing and formulating strategic technical specifications, plans and budgets for the buildings, plants, equipments.
- Developing technical specifications and performance standards to facilitate procurement of furniture, parts, machinery and equipments as well as construction, rehabilitation, repair and maintenance of buildings and motor vehicles.
- Preparing and specifying quantities and costs of materials and labor required for projects according to design specifications.
- Coordinating the implementation of technical projects including construction, rehabilitation, repair and maintenance of physical infrastructure in order to ensure conformity to policies and procedures.

- Coordinating the preparation of planned, preventive and curative maintenance programmes and schedules. Also analyzing costs against budget and recommending costs effective measures.
- Planning and coordinating meetings with consultants, contractors, suppliers, inspectors, engineers, donors and other University personnel to ensure compliance with design specifications and maintenance of required standards.
- Investigating, safeguarding and inspecting University premises and offices to ensure that adequate protection measures exist for the assets, property and equipment.
- Monitoring and evaluating staff performance against set targets and objectives and also recommending appropriate action.
- Participating in multidisciplinary teams to develop, implement and evaluate strategic management plans in order to improve performance standards.

KEY OUTPUTS

- Strategic technical specifications, plans and budgets developed.
- Technical specifications and performance standards developed to facilitate procurement of furniture, parts, and machinery and construction materials.
- Quantities and costs of materials and labor specified.
- Implementation of technical projects coordinated.
- Planned preventive and curative maintenance programmes coordinated.
- University premises and offices adequately protected.

CONTACTS

Within: All Deans/Directors and Heads of Departments on their requirements regarding building, machinery, motor vehicles.

Outside: Contractors, consultants, suppliers, inspectors, architects on work and materials contracted/ supplied.

JOB SPECIFICATIONS

- **Qualifications:** A Masters degree in Civil Engineering from a recognized University. Must be a registered engineer with the Engineers Registration Board of Southern Sudan and a member of the Southern Sudan Institute of Professional Engineers.

- **Skills:** Must have strong leadership, interpersonal and influencing communication skills. Should be computer literate, capable of using word processing, spreadsheet and database-Computer software packages.
- **Experience:** Should have five years experience in building construction and maintenance of physical infrastructure. Should have sound knowledge in project management, strategic planning and budgeting.

JD 113: JOB TITLE: ASSISTANT ESTATES OFFICER (CIVIL)

- Salary Scale: UB6
- Responsible to: The Estates Officer
- Responsible for:

DUTIES

- Responsible for deployment/ coordinating works of various foremen of carpentry, painting and glass works, masonry.
- Supervise work stores including procurement, storage, issuing of materials and ensure proper procedures are followed.
- Dealing with issuing, recording and monitoring of LPOs when authorized by the Contracts Committee.
- Responsible for all civil works of estates department and petty cash.
- Supervise the plumbing section closely working with foremen.
- Responsible for plumbing records, water releases, water bills etc.
- Represents the Estates Officer when necessary.
- Attend site meetings for different capital jobs.
- Supervisor of Assistant Engineering and Pupil Engineers.
- Perform any other official duties as may be assigned by the Estates Officer.

JOB SPECIFICATIONS

- **Qualifications:** A Masters degree in Civil Engineering from a recognized University.
- **Skills:** Must have strong leadership, interpersonal and influencing skills as well as good communication skills. should have knowledge in project management, strategic planning and budgeting.

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JB114: JOB TITLE: SENIOR TECHNICIAN

- Salary Scale: UB7
- Responsible to: The Assistant Estates Officer
- Responsible for: Technician

Assistant Technician

DUTIES

- Responsible to respective Principal Technician of maintenance of capital projects or other works allocated to him for respective branch.
- Ensure proper and quality standards of works.
- Assign duties to Technicians and Carpenters.
- Perform any other duties as may be assigned by the Principle Technician.

JOB SPECIFICATIONS

- **Qualifications:** A Bachelors degree in relevant field from the recognized University.
- **Skills:** Must have strong leadership, interpersonal and influencing skills as well as good communication skills. Should be computer literate capable of using word processing, spreadsheet and database computer software packages.
- **Experience:** Should have three years experience in building construction and maintenance of physical infrastructure. Should have sound knowledge in project management, strategic planning and budget.

JB 115: JOB TITLE: TRANSPORT OFFICER

- Salary Scale: UB10
- Responsible to: Estates Officer
- Responsible for: Asst. Transport Officer

DUTIES

- Operation and maintenance of all vehicles and tracks daily allocations, licensing, relicensing schedule for all vehicles.

- Insurance etc. preparation of monthly status report on all vehicles and their allocations in or out of the University.
- Issuing of fuel and maintaining proper records supervision of drivers and their welfare.
- Maintaining proper records on all vehicles servicing schedules and records of all garages that service repair University vehicles.
- Perform any other official duties as may be assigned by the Estates Officer.

JOB SPECIFICATIONS

- **Qualifications:** A Higher Diploma in Mechanical engineering from the recognized University.
- **Skills:** Must have strong leadership, interpersonal and influencing skills as well as good communication skills. Should be computer literate, capable of using word processing, spreadsheet and database- computer software packages.
- **Experience:** Should have three years sound knowledge in project management, strategic planning and budgeting.

JB 116: JOB TITLE: ASSISTANT TRANSPORT OFFICER

- Salary Scale: UB12
- Responsible to: The Transport Officer
- Responsible for:

DUTIES

- Operate and maintain all vehicles and tracks, daily allocations etc. Assist in handling licensing, relicensing schedules for all vehicles.
- To supervise drivers and receive reports on daily performance on all vehicles on road.
- Perform any other official duties as may be assigned by the Transport Manager.

PERSON SPECIFICATIONS

- **Qualifications:** A Diploma in Mechanical Engineering from a recognized University.
- **Skills:** Must have strong leadership, interpersonal and influencing skill as well as good communication skills. Should be computer literate, capable of using word processing, spreadsheet and database.- computer software packages.
- **Experience:** Should have three years experience in building construction and maintenance of physical infrastructure. Should have sound knowledge in project management, strategic planning and budgeting.

JB 117: JOB TITLE: GROUNDS MAINTAINANCE OFFICER

- Salary Scale: UB12
- Responsible to: Assistant Estates Officer
- Responsible for: Masons/ Craftsmen

DUTIES

- In charge of maintenance and up-keep of grounds and gardens.
- Routine maintenance works on roads, opening drains, garbage collection.
- Maintaining /trimming of dangerous trees, weeding, and slashing specification of plant chemicals.
- Be in charge plant nursery and landscaping and to prepare landscaping master plan.
- Perform any other official duties as may be assigned by the Transport Manager.

PERSON SPECIFICATIONS

- Qualifications: A Diploma in Land Scalping or its equivalent.
- Skills: Must have strong leadership, interpersonal and influencing skills as well as good communication skills. Should be computer literate, capable of using word processing, spreadsheet and database.- computer software packages.
- Experience: Should have three years experience in building construction and maintenance of physical infrastructure. Should have sound knowledge in project management, strategic planning and budgeting.

JB 118: JOB TITLE: DRAUGHT'S MAN

Salary Scale: UB12
Responsible to: Estates Officer
Responsible for:

DUTIES

- Handle projects, drawings, specifications and supervise execution of capital projects as approved by T.B.S.C and E.W.C and work hand in hand with clerk of works and senior inspectors of works.

JOB SPECIFICATIONS

- Qualifications: A Diploma in relevant field.
- Skills: Must have strong leadership, interpersonal and influencing skills as well as good communication skills. Should be computer literate, capable of using word processing, spreadsheet and database. - Computer software packages.
- **Experience:** Should have three years experience in building construction and maintenance of physical infrastructure. Should have sound knowledge in project management, strategic planning and budgeting.

JB119: JOB TITLE: QUANTITY SURVEYING ASSISTANT

Salary Scale: UB12

Responsible to: Asst Estates Officer

Responsible for: Draughtsmanship

DUTIES

- Responsible for all surveying Draughtsmanship works for the department.
- Prepare bill of quantities specifications.
- Monitoring all projects going on behalf of department.
- Supervising payments and costs of projects.
- Perform any other duties as may be assigned by the transport officer.

PERSON SPECIFICATIONS

- **Qualifications** –A Diploma in relevant field.
- **Skills-:** Must have strong leadership, interpersonal and influencing skills as well as good communicational skills. Should be computer literate, capable of using word processing, spreadsheet and data base- computer software packages.

JD120: JOB TITLE: LAND SURVEYING ASSISTANT

Salary Scale: UB12

Responsible to:

Responsible for:

DUTIES

- Be responsible for Institutional land demarcation.
- Carry out survey to demarcate plots within University lands.
- Advise Management through Estates Engineer on development that may endanger the land.
- Perform any other duties as may be assigned by the Superiors.

PERSON SPECIFICATIONS

Qualifications - A Diploma in relevant field.

Skills - Must have strong leadership, interpersonal and influencing skills as well as good communication skills. Should be computer literate, capable of using word processing, spreadsheet and database — computer software packages.

Experience - Should have three years experience in building construction and maintenance of physical infrastructure. Should have sound knowledge in project management, strategic planning and budgeting

JB 121: JOB TITLE: STORE KEEPER

Salary Scale: UB12

Report to:

Responsible for:

PURPOSE OF THE JOB

- To ensure proper management and administration of stores.

KEY OUTPUTS

- Proper loading and off-loading of stores to safeguard against damage and loss.
- Well kept record on the state of stock.

KEYACTIVITIES

- Responsible for all stores in the department of materials as per established procedures through T.B.S.C coordinating identification of required materials.

- Storage of materials ensuring proper records G.R.N. bin card proper storage.
- Issuing of materials, work orders, requisition, signatories, gate passes, completed work orders etc.
- Preparing monthly reports on all materials in stock and their conditions.
- To supervise, receive and issue out stores
- To keep a record of all issues relating to stores.
- To check and inspect the stores to ensure that they meet the desired quality.
- To take charge of the maintenance and preservation of stores.
- To carry out inventory inspection.
- To carry out stock-taking from time to time.
- To prepare budget estimates and to compute all revenues.
- To prepare supplies and ensure adherence to financial and tender regulations.

PERSON SPECIFICATIONS

Qualifications - A Diploma in Storekeeping or its equivalent plus two years experience.

JD 122: JOB TITLE:STORES ASSISTANT

Salary Scale: UB13

Report to:

Responsible for:

PURPOSE OF THEJOB

-To ensure that stores are properly kept, maintained and properly issued out to users within the organization.

KEYACTIVITIES

- To receive goods/items.
- To record all items received.
- To issue out items to users.
- To balance records of stores.
- To supervise loading and off loading of stores.
- To check stock.

PERSON SPECIFICATIONS

Qualifications - A Certificate in Storekeeping or its equivalent plus two years experience.

JD 123: JOB TITLE: ELECTRICIAN

Salary Scale: UB13

Report to:

Responsible for:

DUTIES

- Monitoring the electricity supply and distribution and ensures the availability and balanced load at all times.
- Reports any faults that could have developed and corrects them accordingly.
- Keeps records of the electricity consumptions at a given interval for the University main account as well as Senior University staff.
- Monitors the supply to the main transformer and keeps Southern Sudan Electricity Corporation informed of its sound nature and relevant service.
- Ensures the distribution pattern is in sound state and in conformity with the relevant statutes.
- Performs any other official duties as may be assigned by the Estates Officer.

PERSON SPECIFICATIONS

Qualifications - A Certificate in relevant field plus two years experience.

JB 124: JOB TITLE: MECHANIC

-Salary Scale: UB13

-Report to: The Transport Officer

-Responsible for:

DUTIES

- Undertakes simple repairs on the vehicles.
- Inspects the vehicles and reports the roadworthiness to the Transport Officer.
- Assists the Transport Officer in detecting the condition of the moving vehicles.
- Undertakes simple services.
- Perform any other official duties as may be assigned by the Transport Officer.

PERSON SPECIFICATION

Qualifications - A Certificate in relevant field plus two years experience.

JD 125: JOB TITLE: MOTOR MOWER MECHANIC

Salary Scale: UB13

-Report to: The Estates Officer

-Responsible for:

DUTIES

- Maintains the motor mower in consultation with Estates Officer.
- Operates the mower to clear the University campus and residences under the Headman's programme.
- Services the mower to ensure high availability.
- Reports major breakdowns on the same to the Estates Officer.
- Monitors its operations.
- Perform any other official duties as may be assigned by the Estates Officer.

PERSON SPECIFICATIONS

Qualifications - A Certificate in relevant field plus two years experience.

JD126:JOB TITLE: CARPENTERS/WELDERS/FITTERS

Salary Scale: UB13

Report to: The Estates Officer

Responsible for:

DUTIES

- Undertakes the manufacture of furniture in accordance with approved designs.
- Attends to repairs of furniture, fixtures and fittings.
- Keeps record of work in progress as well as absolute furniture and fittings retrieved from work places.
- Trims all dangerous trees and clears site.
- Makes periodic checks on all fixtures and fittings on University buildings.
- Participates in permanent and temporary structures as well as arches on the University.

- Fits glass and louvers on buildings and ensures compliance with the status and regulations in force.
- Perform any other official duties as may be assigned by the Estates Officer.

PERSON SPECIFICATIONS

Qualifications - A Certificate in relevant field plus two years experience.

JB 127: JOB TITLE: PLUMBERS

Salary Scale: UB13

Report to: The Estates Officer

Responsible for:

DUTIES

- Monitoring and regulating water flow in all areas of the University and staff residences and ensure availability of water.
- Inspecting all water and sanitary appliances to ensure efficiency in performance.
- Handles new installations and ensures compliance with the relevant statutes in force.
- Inspect periodically all water disposals on the line and sewer lines and advises the Estates Officer on regular servicing.
- Handles all relevant preventive and curative maintenance.
- Performs any other official duties as may be assigned by the Estates Officer.

PERSON SPECIFICATION

Qualifications - A Certificate in relevant field plus two years experience.

JD 128: JOB TITLE: PAINTERS

Salary Scale: UB13

Report to: The Assistant Estates Officer

Responsible:

DUTIES

- Carries out repairs in plain painting on both institutional building and staff houses.
- Responsible for handling painting work on new structures or house.
- Carries out sign writing of all kinds.
- Undertakes spray painting either on house or vehicles.
- Carries out glazing work i.e. glass cutting and fixing window pans.
- Performs any other official duties as may be assigned by Assistant Estates Officer.

PERSON SPECIFICATIONS

Qualifications - A Certificate in relevant field plus two years experience.

JD 1129: JOB TITLE: MASONS

Salary Scale: UB13

Report to: The Assistant Estates Officer

Responsible for:

DUTIES

- Be able to read and interpret house plans.
- Carries out site construction with minimal supervision.
- Ready to work in group/team work.
- Performs any other official duties as may be assigned by Assistant Estates Officer.

PERSON SPECIFICATIONS

Qualifications - A Certificate in relevant field plus two years experience.

JD 130: JOB TITLE: DRIVER

Salary Scale: UB15

Report to: The Transport Officer

Responsible for:

DUTIES

- Drive University vehicles on advice of the Transport Officer.
- Records the movement of the same in the Log Book.
- Keeps the vehicles clean and in sound state.
- Responsible for vehicles while on duty.
- Monitors the mechanical condition of the vehicle and reports any faults/defect to ensure good working conditions.
- Surrenders the vehicles to the security section with the keys at the end of the day.
- Reports the vehicles next servicing in time.

PERSON SPECIFICATIONS

Qualifications - 'O' level Certificate plus Valid driving permit and two years experience.

JD 131: JOB TITLE: TURN BOY/BUS/LORRY ATTENDANT

Salary Scale: UB15

Report to: The Transport Officer

Responsible for:

DUTIES

- Assisting the drivers in ensuring the safety of the vehicles accessories and safety in steering.
- Keeping guard of the vehicles outside the University.
- Reporting minor faults.
- Assisting drivers in changing of tyres and topping up operations.
- Perform any other official duties as may be assigned by the Transport Officer.

PERSON SPECIFICATIONS

Qualifications: -'O' level Certificate plus two years experience.

10. SECURITY SECTION

JD132: JOB TITLE: CHIEF SECURITY OFFICER

Salary Scale: UB6
Report to: The Chief Security Officer
Responsible for: Senior Security Officer
Security Officer

Asst. Security Officer

DUTIES:

- In Charge of the University Security.
- Carrying out needs assessment and designing training programmes.
- Carrying out Staff appraisals.
- Analyses personnel to determine necessary postings.
- Responsible for the welfare of staff.
- Ensures acceptable staff discipline.
- Co-ordinates staff meetings/Parade/Lectures

PERSON SPECIFICATIONS

Qualifications: A Masters' degree with Police Training and should be at least at the rank of Inspector of Police with 5 years experience.

JD 133: JOB TITLE: SENIOR SECURITY OFFICER (ADMINISTRATION)

Salary Scale: UB7
Report to: The Chief Security Officer
Responsible for: Security Officer

Asst. Security Officer

DUTIES

- Carrying out needs assessment and designing training programmes.
- Carrying out Staff appraisals.
- Analyses personnel to determine necessary postings.
- Responsible for the welfare of staff.
- Ensures acceptable staff discipline.
- Co-ordinates staff meetings/Parade/Lectures

- Ensures proper record keeping in the section.
- Co-ordinates Halls/Hostels Security committees.
- Responsible for transport to facilitate patrolling exercise.
- Process and regulate staff annual leave and leave of absence.
- Requisitions of logistics/funds and preparing accountability.
- Perform any other official duties as may be assigned by the Chief Security Officer.

PERSON SPECIFICATION

Qualifications: A Bachelors degree, with Police Training at least at the rank of Assistant Inspector of Police, 3 years experience.

JD 134: JOB TITLE: SENIOR SECURITY OFFICER (OPERATIONS, INTELLIGENCE AND INVESTIGATIONS)

Salary Scale: UB7

Report to: The Chief Security Officer

Responsible for: -Security Officer

Asst. Security Officer

A. OPERATIONS

DUTIES

- Programming of guards
- Deployment of guards
- Communication of orders and instructions.
- Guard post supervision.
- Special duties
- Public order and safety.

B. INVESTIGATIONS

DUTIES

- Investigation of criminal cases within the University.
- Investigation and follow up of cases with Police.
- Investigation of cases involving breach of student regulations.
- Coordination of operations and investigations with Police.
- Compiling of security incidents and periodic reports.

- Liaising with Police and other legal authorities in instituting and executing legal processes against members of the University community.
- Attending court on matters of crime arising from the University.
- Feedback on conclusion of investigated reports.

C. INTELLIGENCE GATHERING

DUTIES

- Surveillance
- Information gathering, processing and dissemination
- Perform any other official duties as may be assigned by the Chief Security Officer.

PERSON SPECIFICATIONS

Qualifications: A Bachelors degree, with Police Training at least at the rank of Assistant Inspector of Police, 3 years experience.

JB 135: JOB TITLE: SECURITY OFFICER

Salary Scale: UB12-10

Report to: The Chief Security Officer

Responsible for: Security Officer

Asst. Security Officer

DUTIES

- Assisting the Senior Security Officers in their work plans and schedules.
- Responsible for implementation of overall security plans to achieve the expected goals.
- To supervise operating personnel on daily basis.
- To ensure security in and around the zones of operations.
- Directly responsible for the work of the Assistant Security Officer and the supervisors.
- To balance the demand of Top Security Officers and the capacities of their men and supervisors.
- Answerable to Senior Security Officers and can brief the Chief Security Officer on administrative and operational work and on serious incidences.
- Performing any other official duties as may be assigned by the Chief Security Officer.

PERSON SPECIFICATIONS

Qualifications: A Diploma in relevant field with at least 3 years experience.

JB 136: JOB TITLE: ASSISTANT SECURITY OFFICER

Salary Scale: UB12

Report to: The Chief Security Officer

Responsible for: Security Guards

DUTIES

- Responsible for implementation of overall security plans to achieve the expected goals.
- To supervise operating security guards on daily basis.
- To ensure security in and around the zones of operations.
- Directly responsible for the work of the Security Guards and their Supervisors.
- To balance the demand of Top Security Guards and the capacities of their men and supervisors.
- Answerable to Senior Security Officers and can brief the Chief Security Officer on administrative and operational work and on serious incidences.
- Performing any other official duties as may be assigned by the Chief Security Officer.

PERSON SPECIFICATIONS

Qualifications: A Certificate in relevant field with at least 3 years experience.

11. INTERNAL AUDIT DEPARTMENT

JD 137: JOB TITLE: CHIEF INTERNAL AUDITOR

Salary Scale: UB4

Responsible to: Vice Chancellor

Responsible for: Senior Internal Auditor

Office of the Vice Chancellor

PURPOSE OF THE JOB

- To ensure adherence to the approved accounting system and procedures.
- To ensure that all financial transactions are fully documented and authorized.

KEY FUNCTIONS

- Reviewing all accounting systems and procedures to ensure that they are sound and capable of safeguarding the financial interests of the University.
- Supervise and assist in auditing all financial transactions to ensure that they are fully documented before authorization for payment.
- Ensuring that day-to-day audit of all operations and assets of the University is carried out to ensure that all accounting and control systems are adhered to.
- Ensuring that audit policies and procedures are implemented.
- Ensuring that all fixed and stock assets are audited and to confirm stock balances.
- Ensuring that imprests released are properly accounted for.
- Preparing audit reports to the Vice Chancellor and the Council.
- Carrying out surprise audit as may be directed by the Vice Chancellor.
- Carrying out stock-taking of stores and equipment.
- Supervising and checking all audit reports prepared by audit staff.
- Providing on-the-job training to the newly recruited audit staff.
- Assessing training needs of audit staff.
- Appraising performance of staff and recommending appropriate action.

KEY OUTPUTS

- Systems and procedures reviewed to determine their soundness in safeguarding the financial interests of the University.
- Operations and assets of the University audited to ensure adherence to approved control systems and procedures.

- Audit policies and procedures implemented.
- All fixed and stock assets audited to confirm stock balances.
- Audit reports prepared and submitted to Vice Chancellor and Council.
- Stock-taking of stores and equipment carried out.
- All audit reports checked.
- On-the-job training provided
- Training needs of staff assessed.
- Annual performance appraisal carried out.

CONTACTS

- Vice Chancellor on surprise audit and audit reports.
- University Bursar on policy and administrative issues.
- Accounts staff on irregularities.

PERSON SPECIFICATIONS

- MBA (Accounting and Finance) or equivalent or full ACCA, CPA and relevant first degree.
- Should have strong leadership, and communication skills.
- Should be computer literate with knowledge in computer based accounting.
- Experience:** Should have five years experience in relevant duties at a senior level in a recognized organization.

JD138: JOB TITLE: SENIOR INTERNAL AUDITOR

Salary Scale: UB5

Responsible to: Chief Internal Auditor

Responsible for: Internal Auditor

Asst. Internal Auditor

Audit Assistant

KEY FUNCTIONS

- To provide administrative and supervisory support to the Chief Internal Auditor.
- Deputize the Chief Internal Auditor
- Participate in planning, scheduling and execution of internal audit programmes as per work plan.

- Coordinate the activities carried out by Internal Auditor, Assistant Internal Auditors and Audit Assistants.
- Participate in the production of audit reports
- Ensure proper execution of University contracts and projects.
- Monitor progress of income generating units of the University and other related activities carried outside the University
- Ensure the University's compliance to monthly statutory obligations and requirement such as remittances of SSRA dues, SSF etc.
- Ensure control and security of University assets by participating in examining and reviewing **Experience:** controls to ensure efficient and effective use of those assets.
- Ensures that internal audit operations are conducted in accordance with best practice and audit standards.
- Monitor disposal of assets and or properties of the University.
- Participate in annual or interim physical stock-taking exercise.
- Perform any other official duties as may be assigned by the Chief Internal Auditor.

PERSON SPECIFICATIONS

- MBA (Accounting and Finance) or equivalent or full ACCA, CPA and relevant first degree.
- Should have strong leadership, and communication skills.
- Should be computer literate with knowledge in computer based accounting.
- Should have five years experience in relevant duties at a senior level in a recognized organization.

JD139: JOB TITLE: INTERNAL AUDITOR

Salary Scale: UB6

Responsible to: Chief Internal Auditor

Responsible for: Ass. Internal Auditor

Audit Assistant

DUTIES

- Carry out general audit activities in the University departments from time to time as may be assigned
- Ensure that monies advanced to various officers is properly accounted for.

- Performs audits of existing internal controls financial and otherwise, determine the level of compliance with institutional policies and procedures and laws
- Participate in the production of audit reports.
- Participate in the in development of recommendations for adequate controls to be installed to meet management objectives.
- Ensure reliability of financial information by keeping under review the book keeping system in accounts and accuracy of records.
- Ensure that monthly bank reconciliation's of University accounts are made.
- Participate in audit activities related to Guild operations and other income generating units of the University.
- Participate in the physical stock-taking exercise and analyzing differences between book entries and physical stock.

PERSON SPECIFICATIONS

- MBA (Accounting and Finance) or equivalent or full ACCA, CPA and relevant first degree.
- Should have strong leadership, and communication skills.
- Should be computer literate with knowledge in computer based accounting.
- Experience:** Should have five years experience in relevant duties at a senior level in a recognized organization.

JB 140: JOB TITLE: ASSISTANT INTERNAL AUDITORS

Salary Scale: UB7

Responsible to: Chief Internal Auditor

Responsible for: Senior Internal Auditor

DUTIES

- Carry out audit activities related to the guild operations and internally generated income activities.
- Participate in verification of payment vouchers.
- Making regular checks on pay rolls of monthly remunerations such as wages and salaries and any other fringe benefits.
- Certify revenue collections and banking.

- Participate in verification, examining deliveries made at the various delivery centers such as stores, Dining halls, Dispensary, Estates or other areas as may be stipulated in the Local Purchase Orders (LPO) as may be assigned.
- Participate in ensuring reliability of financial information by examining and making regular checks on entries in the relevant books.
- Participate in ensuring that accountabilities are carried out.
- Carry out audits in University departments from time to time.
- Participate in physical stock taking exercise.

PERSON SPECIFICATIONS

- MBA (Accounting and Finance) or equivalent or full ACCA, CPA and relevant first degree.
- Should have strong leadership, and communication skills.
- Should be computer literate with knowledge in computer based accounting.
- Experience: Should have five years experience in relevant duties at a senior level in a recognized organization.

JD 141: JOB TITLE: AUDIT ASSISTANTS

Salary Scale: UB12

Responsible to: Internal Auditor

Responsible for:

DUTIES

- Participate in the verification and examination of deliveries made at the various delivery centers such as Stores, Dining halls, Dispensary, Estates or other areas as may be stipulated in the Local Purchase Orders (LPO).
- Participate in the verification of payment vouchers as may be assigned.
- Check on petty cash books before reimbursements are made.
- Verify accountabilities as may be assigned.
- Participate in physical Stock-taking exercise.

PERSON SPECIFICATIONS

- MBA (Accounting and Finance) or equivalent or full ACCA, CPA and relevant first degree.
- Should have strong leadership, and communication skills.
- Should be computer literate with knowledge in computer based accounting.
- Experience:** Should have five years experience in relevant duties at a senior level in a recognized organization.

12. PLANNING AND DEVELOPMENT DEPARTMENT

JD 142: JOB TITLE: DIRECTOR PLANNING AND DEVELOPMENT

Salary Scale: UB4

Responsible to: -Deputy Vice-Chancellor— Finance and Administration

Responsible for: - Deputy Director Planning and Development

- Senior Planning Officer
- Planning Officer/Statistician
- Systems Analyst Programmer

PURPOSE OF THE JOB

-To effectively plan, coordinate and implement the computerization and management information systems of the University.

KEY FUNCTIONS

- To coordinate the planning of University projects and the implementation of the computerization program, management information systems and development strategy of the University.
- To coordinate the preparation and production of short and long term corporate plans.
- To ensure the provision of technical support to the different University departments and to facilitate them in the identification of the various development projects.
- To monitor the implementation of programs to ensure that programs/projects are implemented according to approved plans and schedules.
- To coordinate the designing and development of the University Information Communication Technology Centre.
- To ensure accurate maintenance of project data for use by various Heads of departments.
- To initiate and ensure the development of the University's ICT Policy.
- To initiate and coordinate the installation and configuration of the ICT network in the University.
- To initiate and monitor the progressive development of the planning process within various planning centres in the University.
- To facilitate and ensure the training of the targeted University offices in accessing the use of ICT networks.

- To coordinate the formulation of the University policies, their implementation and their cost implications for the effective management of the University programs.
- To supervise and coach the subordinates in the department.
- Through the Coordinator of Planning and Organization Development, should advise the University Management on modern and up-to-date communication technology issues and the impact to the effective management of the University.

PERSON SPECIFICATIONS

- A Minimum of a Masters Degree in Economics.
- A Minimum experience of 5 years on related duties in a reputable organization.
- Should have good inter-personal relations with sound communication skills.
- Should have good managerial skills and experience with ability to lead and advise technical and non-technical staff.

JD 143: JOB TITLE: DEPUTY DIRECTOR PLANNING AND DEVELOPMENT

Salary Scale: UB5

Responsible to: Director -Planning & Development

Responsible for: -Senior Planning Officer

-Planning Officer/Statistician

PURPOSE OF THE JOB

- To coordinate and follow up donor support to The Bridge University in order to maximize resource mobilization to the institution.
- To identify other sources of funds locally and internationally.

MAIN FUNCTIONS

- To coordinate the mobilization of donor to the University.
- To coordinate planning activities for purposes of resource mobilization in liaison with Deans of Faculties, Directors of School/Institutes at the University etc.
- To maintain documentation on donor support projects of the University and to follow up on such donations.
- To effectively coordinate the mobilization of resources of various planning departments in the University.
- To continuously explore new possible sources of donations and grants to the University and to advise the Head of Planning and Development accordingly.

- To identify and promote preparation and to coordinate the project implementation plans and budgeting by the different planning and implementation units in the Faculties/Institutes.
- To establish project monitoring and evaluation systems and to ensure their effective performance.

KEY OUTPUTS:

- Well coordinated and mobilized donor support.
- Well planned and mobilized resources.
- Well analyzed and presented progress reports on the progress of the University projects and resource mobilization.

CONTACTS

- Deans/Directors of Faculties/Schools/Institutes on their development plans and projects.

PERSON SPECIFICATIONS

A Masters degree in Economics.

Experience: Not less than five years experience on relevant duties in a reputable organization.

JD 144: JOB TITLE: SENIOR PLANNING OFFICER

Salary Scale: UB5

Responsible to: Director, Planning

Responsible for: Planning Officer/Statistician

PURPOSE OF THE JOB

- To effectively coordinate, monitor and evaluate the capital development projects of the University.
- To ensure effective and efficient implementation of development projects.

KEY FUNCTIONS

- To coordinate the capital development plans of various Faculties and Departments.
- To initiate, facilitate and monitor the progressive development of the planning processes within the various planning departments in the University.
- To effectively coordinate planning activities for maximum mobilization and cost effective utilization of capital resources.
- To initiate and implement strategies for mobilization of resources.
- To effectively and efficiently ensure the implementation of Information Communication Technology Centre.

-To coordinate the formulation of the University policies, their implementation and their cost implications to the effective management of the University programs.

-To liaise with the Ministries such as Higher Education, Science and Technology and that of Finance, Planning and Economic Development in order to synchronize the University's development plans with those of the above Ministries and the economy generally.

-To supervise all the staff of the Planning and Organizational Development Departments.

-To coordinate the preparation of the University Development Budget.

-To initiate and guide all actions aimed at improving the operations of the Planning and Organization Development Departments.

To attend and participate in the meetings of the relevant University Committees of both Senate and Council.

-To coordinate the preparation and monitor the implementation of the University's strategic plan.

-Responsible for evaluation of proposals for new academic and non-academic programmes.

-Analysing departmental requests for staffing and expansion of establishments.

-Developing proposals for projects.

-Responsible for the collaborative linkages desk in the planning and development department

KEY OUTPUT

-A well coordinated capital budget of the University.

-Well-developed and effective planning centres.

-Well-formulated and coordinated University policies.

-Effectively implemented University programs and projects.

-Well developed University development plans synchronized with those of the relevant Ministries.

-Effectively managed University capital development plan.

-Effectively managed and supervised departmental staff in planning.

PERSON SPECIFICATIONS

-Should have a Masters degree in Economics or in a relevant field.

-Should have three years experience in a reputable organization.

-He/she should be an effective communicator, with good inter-personal skills and should be an effective negotiator.

-He/she should demonstrate competence in developing the other departmental staff.

JD 145: JOB TITLE: PLANNING OFFICER! STATISTICIAN

Salary Scale: **UB6**

Responsible to:-Director Planning

Responsible for: -Administrative Assistant

DUTIES

- Preparing research proposals for the University projects.
- Preparing proposals for research works.
- Monitoring projects being implemented in the teaching and non-teaching departments.
- Analyse budgets for research and other projects.
- Projecting staffing needs for teaching and non-teaching departments.
- Responsible for collection and entry of appropriate data.
- Maintaining a comprehensive database on the staff, students and other resources of the University.
- Retrieving and availing statistical reports required by different University entities.
- Responsible for computing staff, student ratios, workload coefficients and updating such information.
- Perform any other official duties as may be assigned by the Director from time to time.

-PERSON SPECIFICATIONS

- Should have a Masters degree in Economics or in a relevant field.
- Should have two years experience in a reputable organization.
- He/she should be an effective communicator, with good inter-personal skills and should be an effective negotiator.
- He/she should demonstrate competence in developing the other departmental staff.

JD146: JOB TITLE: SYSTEMS ANALYST/PROGRAMMER

Salary Scale: UB5

Responsible to: Director Planning

Responsible for: Planning Officer/Statistician

Administrative Assistant

DUTIES

- Responsible for initiating department's programmes to improve performance e.g. on communication programmes, data managements etc.
- Evaluating the management information system in place and propose improvements on the management information systems from time to time.
- To advise the Director through the Deputy Director on the Strengths, weaknesses, opportunities and threats of the existing system.
- To supervise, direct all Database related activities including:

- (a) Day-to-day administration and maintenance.
- (b) Trouble shooting and problem resolution.
- (c) Upgrade and fix software.
- (d) User assistance and customer care.
- (e) **Exercising** security administration and integrity control.
 - Formulate and monitor policies, procedures and standards relating to information systems.
 - Formulate and monitor policies, procedures and standards relating to information systems.
 - Perform any other official duties as may be assigned by the Director or Deputy Director from time to time.

-PERSON SPECIFICATIONS

- Should have a Masters degree in Computer Science or in a relevant field.
- Should have three years experience in a reputable organization.
- He/She should be an effective communicator, with good inter-personal skills and should be an effective negotiator.
- He/She should demonstrate competence in developing the other departmental staff.

13. UNIVERSITY FARM

JD 1147: JOB TITLE: FARM MANAGER

Salary Scale: UB6

Responsible to:

Responsible for: -Asst. Farm Manager

-Asst. Veterinary Officer

- Veterinary Officer

DUTIES

- In-charge of the day-to-day management of the farm.
- Laying out strategies and plans to improve the units at the farm for increased revenue.
- Liaise with the Head of Agriculture Department in having structures and activities in place that will make the teaching of practical agriculture possible.
- Advise the University Administration on farm requirements.
- Co-ordinate the procurement of farm inputs and keeping records of what is bought.
- Co-ordinate farm sales and ensure that all revenue collected is receipted and banked.
- Budgets for the farm and ensures that the budget is followed.
- Ensure that all livestock are healthy, productive and are accounted for.
- Prepare the farm for students' practical work.
- Perform any other official duties as may be assigned by the Head of Department.

KEY OUTPUTS

- High farm yields.
- To ensure that the farm is well protected and workers are adequately facilitated.
- To treat all livestock and plants on the farm.
- To supervise all day-to-day activities on the farm including planting, weeding, harvesting, milking, feeding of livestock and medication.
- To hire farm workers and ensure that facilities are given to them in good time.
- To advise Management on the type of drugs.e.g Pesticides to buy.

-PERSON SPECIFICATIONS

- Should have a Masters degree in Agriculture.
- Should have three years experience in a reputable organization.
- He/She should be an effective communicator, with good inter-personal skills and should be an effective negotiator.
- He/she should demonstrate competence in developing the other departmental staff.

JD148: JOB TITLE: ASSISTANT FARM MANAGER

Salary Scale: UB7

Responsible to: Farm Manager

Responsible for: - Asst. Veterinary Officer

- Veterinary Officer

DUTIES

-Deputises for the Farm Manager.

-Draw up periodic work schedules and co-ordinates activities of Unit Foreman, Desk Officer, Veterinary Officer, Assistant Veterinary Officer and reports on them.

-Prepare the University Farm for students' scheduled practical work.

-Assist the Farm Manager to work out a yearly budget/plan for the farm in liaison with the Unit Foremen and Desk Officer.

-Co-ordinate Farm Stores, ensure proper records for what is bought and what is utilized.

Perform any other official duties as may be assigned by Farm Manager.

PERSON SPECIFICATIONS

-Should have a Bachelor's degree in Agriculture.

-Should have three years experience in a reputable organization.

JB 149: JOB TITLE: ASSISTANT VETERINARY OFFICER

Salary Scale: UB7

Responsible to: Farm Manager

Responsible for: Veterinary Officer

DUTIES

- Ensure control of livestock diseases.

- Ensure that livestock are well treated.

- Ensure that all drugs and Instruments are purchased in time and are well kept.

PERSON SPECIFICATIONS

-Should have a Bachelor's degree in Veterinary Sciences.

-Should have three years experience in a reputable organization.

JD 150: JOB TITLE: VETERINARY ASSISTANT

Salary Scale: UB12

Responsible to: - Veterinary Officer

Responsible for: - Foreman

- Herd's man

DUTIES

- Working hand in hand with the Veterinary Officer in controlling livestock diseases.
- Arranging the drugs and equipment to be used by the Veterinary Officer.
- Preparing livestock to be treated.
- Responsible for safe storage of drugs.
- Keeping livestock records (Breeding, Health etc) up to date.
- Overseeing the cleaning and disinfections of housing units.
- Perform any other official duties as may be assigned by Farm Manager.

-PERSON SPECIFICATIONS

- Should have a Diploma in Veterinary Science.
- Should have two years experience in a reputable organization.

JD151: JOB TITLE: FARM FOREMAN

Salary Scale: UB12

Responsible to: - Veterinary Officer

Responsible for: - Foreman

- Herd's man

DUTIES

- Responsible for direct allocation of work in his/her unit and provide immediate supervision and technical guidance to the workers in the unit.
- Inform Farm Manager through the Assistant Farm Manager of any anomalies regarding farm labour for immediate attention and action.
- Assist Farm Manager in selling produce from his unit and ensure that all proceeds are receipted and banked.
- Ensures for safe storage of Farm tools, produce and keys to farm stores. Advise Farm Manager on immediate unit (Project) requirements.
- Perform any other official duties may be assigned by the Farm Manager.

-PERSON SPECIFICATIONS

- Should have a Diploma in Agriculture.
- Should have three years experience in a reputable organization.

JD 152: JOB TITLE: FOR HERDSMEN

Salary Scale: UB15

Responsible to: - Foreman

Responsible for:

DUTIES

- Milking cows, and feeding half of the daily concentrate ration.
- Measuring, recording and selling milk.

- Washing and disinfections of milking shed and milking utensils.
- Cleaning the calf-pen.
- Isolation of 'in-heat' cows for insemination.
- Taking animals for grazing.
- Restrain sick animals during treatment.
- Responsible for miscellaneous jobs of a dairy farm e.g. fence repair, vaccination.
- Perform any other official duties as may be assigned by the Farm Manager.

-PERSON SPECIFICATIONS

- Should have 'O' Level.
- Should have three years experience in a reputable organization.

14. UNIVERSITY HOSPITAL

JD 153: JOB TITLE: DIRECTOR- HEALTH SERVICES

Salary Scale: UB4

Responsible to: University Secretary

Responsible for: Deputy Director Health Services

Senior Medical Officer

Medical Officer

Visiting Specialists

Medical Social Worker

Chief Nursing Officer

Administrative Assistant

PURPOSE OF THE JOB

-To ensure the attainment of good standard of health by all people in the University community in order to promote a health and productive life.

KEY FUNCTIONS

- To ensure effective and efficient management of health in the University community
- To head the University health services
- To oversee the human resources management issues of the University hospital
- To ensure the development of a functional health infrastructure in the University hospital
- To oversee adherence to professional ethics and standards in the Unit
- To oversee the training needs of the health workers
- To oversee research and development
- To oversee development of training programmes in health and development
- To ensure that the Unit is appropriately licensed by Southern Sudan Medical and Dental Council
- To liaise with other departments and stake holders in health for efficient delivery of health services
- To ensure that the hospital is well equipped and stocked with drugs /sundries
- To monitor and evaluate the report on status of health in the Unit

KEY OUTPUTS

- Effective and efficient health services in the University
- Reduction in prevalence of diseases in the community
- Functional infrastructure of health services delivery
- Adequate drugs and other related medical materials.
- Curative services provided and diseases diagnosed.
- Patients admitted and those with serious diseases referred to referral hospitals.
- Patients with social and psychological problems counseled.
- Children and adults immunized.
- Expectant mothers and women given family planning advice and people living with HIV / AIDS counseled and tested.
- Drugs procured and staff effectively supervised.

CONTACTS

- University Secretary on the Staffing and policy matters.
- Bursar, Senior Procurement Officer on the purchase of drugs and other related materials.
- Medical Superintendents of referral hospitals.
- Patients on treatment required.

PERSON SPECIFICATION

- Should have MBCHB ; a masters degree
- Should have strong leadership, interpersonal and communicational skills.
- Experience : Should have five years experience as a senior Medical Officer in a recognized hospital or a health centre.

JD 154: JOB TITLE: DEPUTY DIRECTOR OF MEDICAL SERVICES

Salary Scale : UB5
Responsible to: Director Health Services
Responsible for: Senior Medical Officer
Medical Officer
Visiting Specialist

Medical Social Worker

Chief Nursing Officer

Administrative Assistant

Accountant

PURPOSE OF THE JOB

- To ensure effective and efficient delivery of health services for a healthy well being of the population.

KEY FUNCTIONS

- To deputize the Director Health Services on the roles above.
- To ensure proper case management of all the diseases in the Unit.
- To oversee functioning of the health information system.
- To participate in appraisal of staff.
- To participate in research activities.
- To ensure effective and efficient management of health services in the University.
- To participate in continuous medical education.
- To perform any other official duties as assigned by the Director Health Services.

KEY OUTPUTS:

- Effective and efficient health services in the University.
- Reduction in prevalence of diseases in the community.
- Motivated and effective staff in the University hospital.
- Effective implementation of health programs in case Director, Health Services is absent.

PERSON SPECIFICATIONS

- Should have MBChB; a Masters degree.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have three years experience as a Senior Medical Officer in a recognized hospital or health centre.

JD 155: JOB TITLE: SENIOR MEDICAL OFFICER

Salary Scale: UB5

Responsible to: Director or Deputy Director- Health Services.

Responsible for: Medical Officer.

PURPOSE OF THE JOB

- To ensure the attainment of good standard of health by all people in the University community in order to promote a healthy and productive life.

KEY FUNCTIONS

- To ensure proper case management of all the diseases in the Unit.
- Participate in planning and co-coordinating of delivery of health services in the University.
- To participate in evaluation of the general performance of staff in the hospital.
- To oversee the training and general welfare of staff in the University.
- To participate in research activities in the hospital.
- To manage disease outbreaks.
- To ensure effective and efficient management of health services in the University.
- To perform any other official duties as assigned by the Director or Deputy Director -Health Services.

KEY OUTPUTS

- Effective and efficient health services in the University.
- Adherence to discipline and professional ethics.
- Motivated and effective staff in the University.

PERSON SPECIFICATIONS

- Should have MBCHB; a Masters degree.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have three years experience as a Senior Medical Officer in a recognized hospital or health centre.

JD 156: JOB TITLE: MEDICAL OFFICER

Salary Scale : UB6
Responsible to: Director /Deputy Director-Health Services.
Responsible for: Medical Social Worker
Nursing Officer

PURPOSE OF THE JOB

- To manage the delivery of efficient and effective curative and preventive services within the University hospital.
- Establish and maintain ways of storage and record keeping systems to provide for safekeeping of drugs.
- Follow established medical centre policies, procedures and objectives, and safety, environmental, and/or infection control standards.
- Ensure that expired pharmaceuticals are exposed off safely and appropriately.
- Perform other duties as assigned by the Director of Medical Services.

PERSON SPECIFICATION

- Should have MBCHB; a Masters degree.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have three years experience as a Senior Medical Officer in a recognized hospital or health centre.

JD 157: JOB TITLE: PHARMACIST

Salary Scale: UB7
Responsible to: Director- Health Services.
Responsible for: Senior Medical Officer.
Medical Specialists
Medical Social Workers

Chief Nursing Officer

Administrative Assistants

PURPOSE OF THE JOB

- To oversee the preparation and dispensing of prescriptions of medications to patients.
- Advise patients and or medical practitioners on drug indications/contradictions, dosage, drug use and side effects.
- Give guidance and training to pharmacy technicians during course of work and monitor guidance.
- To manage the delivery of efficient and effective curative and preventive services within the university hospital.
- establish and maintain ways of storage and record keeping systems to provide for safekeeping of drugs.
- Follow established medical centre policies, procedures and objectives, and safety, environmental, and/or infection control standards.
- Ensure that expired pharmaceuticals are exposed of safety and appropriate.
- Perform other duties as assigned by the director of medical services.

PERSON SPECIFICATIONS

- Should have Bachelor's Degree in pharmacy.
- Should have a strong leadership, interpersonal and communicational skills.
- **Experience:** Should have three years experience.

JD158: JOB TITLE: PHARMACY TECHNICIAN

Salary Scale: UB12

Responsible to: Director, Health Services or his/her Deputy

Responsible for : Administrative Assistant

PURPOSE OF THE JOB

- Proper compounding , dispensing , ordering, distribution, supply , storing and recording of drugs and stock monitoring.

KEY FUNCTIONS

- Dispensing drug patients according to professional code of conduct.
- To prepare and oversee the preparation and dispensing of prescriptions.
- To keep proper records of all drugs in stock both on daily dispensing and daily prescriptions.
- Counsel patients and/or medical practitioners on drug indications / contradictions, dosages, drug interactions and side effects.
- To identify drug needs, requisition and maintain stock for routine use.
- To participate in organization and management of the pharmacy.
- Establish and maintain ways of storage and record keeping systems to provide for safekeeping of drugs.
- To ensure that expired drugs are disposed of safely and appropriately.
- To participate in continuous medical education activities.
- Perform other job duties assigned by the Superiors.

KEY OUTPUTS

- Proper compounding of drugs giving out medicines to patients, ensuring proper manufacturing practices, monitoring and evaluation of activities.
- Proper advising of clinicians, then advising patients accordingly.
- Proper record and stock management.

PERSON SPECIFICATION

- Should have Diploma in Pharmacy.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have three years experience.

JB159: JOB TITLE: PUBLIC HEALTH DENTAL OFFICER

Salary Scale: UB12

Responsible to: Director- Health Services

Responsible for:

DUTIES

- Provide a wide range of general and emergency services including examinations , treatment, information, and education.
- Ensure that Infection Control and procedures are maintained at the highest level.
- Liaise with external key service providers and ensure appropriate referrals whenever necessary.
- Contribute to the development of policies and procedures of the dental service delivery.
- Maintain record keeping, report writing and other documentation.
- Train dental assistants in the performance of job tasks.
- Perform other related duties as assigned by the Superiors.

PERSON SPECIFICATIONS

- Should have Diploma in Public Dental Health.
- Should have strong leadership, interpersonal and communicational skills.
- **Experience:** Should have three years experience.

JB160: JOB TITLE: MEDICAL SOCIAL WORKER

- Salary scale : UB7

- Responsible to: Director Health Services
Medical Officer

- Responsible for: Chief Nursing Officer
Administrative Assistant

PURPOSE OF THE JOB:

- To offer psycho social support, social and emotional care to the patients.

KEY FUNCTIONS:

- Provide counseling and /or psychotherapy to clients and families as appropriate.
- Collect data about patients through interview , case history, psychological tests, and or/ observation techniques.
- Evaluate data to identify causes of problems and to determine proper therapeutic approach or referral to other specialists.
- Provide and/ or arrange for therapeutic interventions as appropriate for the patients or clients in a crisis condition and for those with serious disturbance problems.
- Participate in the review of clinical issues and programs policies and procedures.
- Consult with other therapists and related professional and para professional staff whenever need arises.
- To perform other job related duties as assigned.

KEY OUTPUTS

- Effective treatment and psycho- social support and care.
- Decreased incidents of diseases associated with emotional disorders.

PERSON SPECIFICATIONS

- Should have Diploma in Public Dental Health.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have three years experience

JB 161: JOB TITLE: CHIEF NURSING OFFICER

Salary Scale : UB7

Responsible to: Director or Deputy Director Health Services

Responsible for: Public Health Nurse

Double trained Nurse

Single Trained Nurse

Nursing Officer

PURPOSE OF THE JOB

- To ensure that all nursing activities in the University hospital are running smoothly.

KEY FUNCTIONS

- To teach and allocate duties to nursing staff.
- Keep proper record for drugs in stock and alerting Director- Health Services when items are running out of stock.
- Ensure participation in primary health care for all staff.
- Ensure continuous assessment of nursing staff.
- Ensure participation in research activities.
- Maintenance of safe and functional equipment and inventory.
- To ensure continuous appraisal of nursing staff.
- Ensuring that the Unit is kept clean and proper hygiene procedures are followed all the time.
- Compiling report on monthly drug consumption and submitting it to the Director Health Services.
- Ensure continuous assessment of nursing staff.
- Perform other job duties as assigned.

KEY OUTPUTS

- Reduction of morbidity and mortality.
- Improved efficiency and welfare of staff.
- Improved communication in relation to reports and information access.
- Maintenance of equipments.

PERSON SPECIFICATION

- Should have Bachelor's degree in Nursing.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have five years experience as a Senior Nurse in recognized Hospital/ health centre.

JB162: JOB TITLE: NURSING OFFICER

Salary Scale: UB7

Responsible to: The Medical Officer

Responsible for: Public Health Nurse

Double Trained Nurse

Single Trained Nurse

PURPOSE OF THE JOB

- To ensure that all nursing activities in the University hospital are running smoothly.

KEY FUNCTIONS

- To participate in the continuous nursing coverage in the Unit by receiving reports and effectively handing over the incoming shift.
- Dispensing of drugs as prescribed.
- Ensure cleanliness in the area of operation and sterility during the medical procedures.
- To maintain personal contacts with patients, take note of their complaints report if necessary and ensure confidentiality.
- To receive patients, records in the register outpatients, in patients and discharge.
- To adhere to professional code of conduct.
- To attend nursing staff meetings.
- To ensure safe disposal of hospital waste.
- Perform other job duties as assigned.

KEY OUTPUTS

- Ensure that all patients are treated with correct doses and nursing procedure.
- Effective treatment and counseling patients.
- Maintain infection control.
- Proper quality nursing delivery in the University hospital.
- Participation in primary health care services in the University hospital.

PERSON SPECIFICATIONS

- Should have Bachelor's degree in Nursing.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have two years experience as a Senior Nurse in a recognized Hospital / Health centre.

JD163: JOB TITLE: PUBLIC HEALTH NURSE

Salary Scale: UB12

Responsible to: The Medical Officer

Responsible for: Double Trained Nurse

DUTIES

- Participates in various health clinics covering topics such as STD,HIV/AIDS, Tuberculosis and Malaria.
- Provide information to and counsel clients.
- Maintain updated information on current public health issues and educate the public about many areas of public health through lectures, workshops or seminars.
- Plan, implement, and evaluate the public health services program in the community.
- Consult with community about controlling the spread of communicable diseases.
- Provide First Aid training to the University employees.
- Carry out any other duties as assigned by the Superiors.

PERSON SPECIFICATIONS

- Should have Diploma in Nursing or Public Health.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have two years experience from a recognized Hospital/Health centre.

JD 164: JOB TITLE: DOUBLE TRAINED NURSE

Salary Scale: UB12

Responsible to: Director Health Services

Responsible for: Single Trained Nurse

DUTIES

- Receive and administer prescribed drugs.
- Prepare and assist doctors with minor operations that are carried out in the University Medical Centre.
- Participate in a continuous nursing coverage in the Unit by receiving reports and effectively handing over to the incoming shifts.
- Ensure cleanliness in the area of operation and sterility during the medical procedure.
- Maintain personal contacts with patients taking note of their complaints report if necessary and ensure confidentiality.
- Receive patients, record in the register outpatients, inpatients and discharge.
- Ensure safe disposal of hospital waste.
- Carry out any other duty as assigned by the Superiors.

PERSON SPECIFICATIONS

- Should have Diploma in Nursing or Mid-Wifery
- Should have strong leadership, interpersonal and communicational skills.
- **Experience:**Should have two years experience from a recognized Hospital/Health centre.

JD165: JOB TITLE: COMPREHENSIVE NURSE

Salary Scale: UB12

Responsible to: Chief Nursing Officer

Responsible for:

PURPOSE OF THE JOB

- To ensure that all nursing activities in the University Hospital are running smoothly.

KEY FUNCTIONS:

- To participate in clinical work and ensure proper management
- To counsel and advise patients in line with ailments.
- To participate in community public health awareness programmes.
- To conduct health education and health sensitization programmes.
- Ensure cleanliness in the area of operation and sterility during the medical procedures.
- Support patients and their care providers in developing problem solving skills, which will lead to improved health and well being.
- Maintain individualized patient counseling records and other relevant counseling documents.

KEY OUTPUTS

- Effective treatment and counseling of clients and patients.
- Reduced incidence of preventable diseases in the community.

PERSON SPECIFICATION

- Should have Diploma in Nursing
- Should have strong leadership, interpersonal and communicational skills.
- **Experience:** Should have three years' experience from a recognized hospital/ health centre.

JB166: JOB TITLE: SINGLE TRAINED NURSE

- Salary scale: M13
- Responsible to:
- Responsible to:

DUTIES

- Receive and administer prescribed treatment
- Prepare for medical procedures performed by clinicians carried out in the University Medical Centre.
- Counsel, examine and give out contraception to clients.
- Receive reports and effectively hand over to incoming shifts.

- Dispensing of drugs as prescribed and carry out nursing procedures.
- Keep patients comfortable and ensure a clean and healthy environment.
- Carry out observation, keep records and ensure safe custody.
- Ensure that aseptic technique is adhered to in the preparation sterile procedure.
- Ensure safe disposal of hospital waste.
- Carry out any other duty as assigned by Senior Nursing officer.

PERSON SPECIFICATIONS

- Should have Certificate in Nursing or Midwifery.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have three years experience from recognized hospital/health cenfet.

JD 167: JOB TITLE: ENROLLED NURSE

Salary Scale: UB13

Responsible to: Senior Nursing Officer

Responsible for:

PURPOSE OF THE JOB:

- To ensure the health well being of the University hospital community.

KEY FUNCTIONS

- To participate in the continuous nursing coverage in the Unit by receiving reports and effectively handing over to the incoming shift
- Dispensing of drugs as prescribed and carry out nursing procedures
- To keep patients comfortable and ensure a clean and health environment
- To carry out observations, keep records and ensure safe custody
- To ensure that aseptic technique is adhered to in preparation for sterile procedures.
- To ensure safe disposal of hospital waste
- Perform other job- duties as assigned by the Superiors.

KEY OUTPUTS

- To ensure the patients are treated with correct doses
- Effective treatment and counseling of patients
- Maintain infection control

PERSON SPECIFICATIONS

- Should have Certificate in Nursing or Midwifery.

- Should have strong leadership, interpersonal and communicational skills.
- Experience:** Should have three years experience from recognized Hospital/Health center.

JD 168: JOB TITLE: LABORATORY TECHNOLOGIST

Salary Scale: UB7

Responsible to: Director Health Services

Responsible for:

PURPOSE OF THE JOB:

- To offer leadership in the Laboratory Unit in the University Hospital.

DUTIES

- Prepare solutions and set up equipment.
- Perform technical duties related to the medical laboratory activities.
- Give technical assistance to instructors and students.
- Maintain the inventory system by completing an annual inventory in a timely manner.
- Receive supplies into the medical laboratory inventory.
- Ensure safe storage of chemical materials.
- Oversee the collection and disposal of waste materials according to regulations.
- Recommend and/or perform maintenance or repairs of equipment in the medical laboratory
- Carry out any other duty as assigned Director of Medical Services

PERSON SPECIFICATIONS

- Should have Bachelor's degree in Laboratory Technology.
- Should have strong leadership, interpersonal and communicational skills.
- Experience:** Should have three years experience in Laboratory from recognized Hospital/Health center.

JD 169: JOB TITLE: SENIOR CLINICAL OFFICER

Salary Scale UB10

Responsible to: Senior Medical Officer

Responsible for:

PURPOSE OF THE JOB

To offer clinical and public health services to the University community.

KEY FUNCTIONS

- To examine and treat patients in the University Hospital
- To review and evaluate patients undergoing treatment
- To participate in primary health care activities
- To adhere to professional code of conduct
- To consult Medical Officers as appropriate and where need arises
- Promote public health practices in the community
- To participate in continuing medical education to junior staff.
- Perform other job- duties as assigned by the Superiors.

KEY FUNCTIONS

- Reduction in morbidity and mortality
- Effective treatment and counseling of patients

JD 170: JOB TITLE: CLINICAL OFFICER

Salary Scale: M 11

Responsible to: Senior Clinical Officer

Responsible for:

PURPOSE OF THE JOB:

To offer clinical and public health services to the University community.

KEY FUNCTIONS

- Examine, investigate and treat patients at the University Medical center.
- Review and evaluate patients undergoing treatment.
- Participate in primary health care activities

- Adhere to professional code of conduct.
- Participate in continuing medical education.
- Consult Medical Officers as appropriate, whenever need arises
- Promote proper public health practices in the local community.
- Perform other job-related duties as assigned by the Superiors.

KEY OUTPUT

- Reduction in morbidity and mortality.
- Effective treatment and counseling of patients.
- Proper community health and well-being.

PERSON SPECIFICATIONS

- Should have Diploma in Clinical Medicine.
- Should have strong leadership, interpersonal and communicational skills.
- Experience:** Should have three years experience Clinical duties.

JD 171: JOB TITLE: LABORATORY TECHNICIAN

Salary Scale: UB12

Responsible to: Laboratory Technologist

Responsible for:

PURPOSE OF THE JOB

To offer diagnostic laboratory services to the University population

KEY FUNCTIONS

- To Carry out laboratory analysis to the University population
- To prepare reagents for use for investigations
- To requisition laboratory supplies and keep an inventory
- To follow measures against hazards and ensure safe disposal of laboratory waste
- To care for and service equipment
- To participate in Primary Health Care activities

KEY OUTPUTS

- To offer laboratory scientifically based health care delivery
- To participate in epidemic disease investigations
- To institute quality control measures for laboratory
- To participate in planning and budgeting for the laboratory unit

- To train staff and students
- To appraise laboratory staff
- To ensure safe disposal of laboratory specimen

PERSON SPECIFICATIONS

- Should have Diploma in Laboratory Technology
- Should have strong leadership, interpersonal and communicational skills.
- Experience:** Should have three years experience

JD 172: JOB TITLE: LABORATORY ASSISTANT

Salary Scale: UB13

Responsible to: Laboratory Technologist

Responsible for:

PURPOSE OF THE JOB:

- To perform a variety of routine non-technical duties in assisting technical and professional personnel to conduct tests

KEY FUNCTIONS

- To obtain, clean and where appropriate sterilize instruments, glass ware and equipment and prepare specimens and label them
- Prepare culture media, chemicals and reagents as instructed
- Maintain assigned work area in clean and orderly condition
- Perform other job-related duties as assigned by the Superiors.

KEY OUTPUTS

- Efficient and effective services
- Well prepared reagents for use
- Safe disposal laboratory waste

PERSON SPECIFICATIONS

- Should have Certificate in Laboratory Technology.
- Should have strong leadership, interpersonal and communicational skills.
- Experience:** Should have three years experience

JD173: JOB TITLE: RECORDS ASSISTANT

Salary Scale: UB12

Responsible to: Director Health Services

Responsible for:

DUTIES

- Establish and maintain methods and manner of medical record handling systems to provide for safekeeping of medical records.
- Supervise movement of medical files within the University Medical centre.
- Ensure that staff and students accessing medical centre have their personal information and those of their families up to date.
- Identify medical records that need to be kept in the University archive or be destroyed and act appropriately.
- Maintain order and cleanliness of the records office.
- Participate in organization and management of the University medical centre records section.
- Carry out any other duty as assigned by Senior Medical Officer.

PERSON SPECIFICATIONS

- Should have Diploma in Records Management.
- Should have strong leadership, interpersonal and communicational skills.
- Experience: Should have three years experience.

15. FACULTIES

JB 174: JOB TITLE: DEAN/DIRECTOR OF THE FACULTY/SCHOOL/INSTITUTE

- Responsible to: Academic Registrar
- Responsible for: Heads of Department

OVERALL PURPOSE OF THE JOB

- To ensure efficient and effective management of the Faculty/School/Institute in order to achieve academic excellence.
- To organize and supervise research programmes for the undergraduate and postgraduate students of the Faculty/School/Institute.
- To plan and ensure proper and efficient utilization of human, financial and material resources.

KEY FUNCTIONS

- Providing professional, academic guidance and advice to academic staff within the Faculty/School/Institute.
- Supervising academic staff to ensure effective, timely and proper teaching of the curriculum as specified in the Faculty/School/Institute timetable.
- Initiating linkages between the Faculty/School and Institutes/institutions of higher learning within and outside Southern Sudan to enhance collaboration and co-operation in the promotion of knowledge.
- Preparing annual budget for the Faculty/School/Institute in consultation with heads of department.
- Coordinating and supervising research programmes for the undergraduate and post graduate students.
- Soliciting for funds for academic programmes of the Faculty/School/Institute.
- Participating in the recruitment, selection, promotion and disciplining of academic staff for the Faculty/School/Institute.

- Assessing and training needs of staff within the Faculty/School/Institute and recommending appropriate record.
- Appraising the performance of staff Monthly, Quarterly, Bi-Annually and Annually and submitting recommendations on top management for appropriate actions
- Ensuring proper and efficient maintenance of records of all past and present students and staff of the Faculty/School/Institute.
- Ensuring maintenance of up to date inventory of all equipments and assets, moable and immovable.
- Chairing Faculty/School/Institute Board meetings and Sub-Committees of Appointments/Selection Committees, Research Committees, Curriculum Review Committee and Heads of Departments Committees.

KEY OUTPUT

- Academic guidance and advice provided.
- Academic staff supervised to ensure efficient and effective teaching for the attainment of academic excellence
- Linkages between the Faculty and Institutes/Schools within and outside Southern Sudan established.
- Annual budget prepared for the Faculty/School/Institute.
- Research programmes coordinated and supervised.
- Performance of academic staff appraised.
- Training needs of staff assessed.
- Records of past and present students and staff maintained.
- Up to-date inventory of assets and equipment maintained.

CONTACTS

- Academic Register, Deputy Vice Chancellor-Academic Affairs and Vice Chancellor on Academic staff matters.
- Heads of Departments and Deans/Directors of Faculties /Schools/Institutes on academic issues.
- International agencies and institutions on soliciting for funds.

PERSON SPECIFICATIONS

- Should have a PhD degree and should be at the level of a Senior Lecturer.

- Should have proven ability of leadership and administration of high caliber academic staff in an Institution. This position is Elective.

JB 1175: JOB TITLE: HEAD OF DEPARTMENT

- Responsible to: Dean/Director of the Faculty/School/Institute.
- Responsible for: Professors,Senior Lecturers and Lecturers,Assistant Lecturers and Teaching Assistants.

OVERALL PURPOSE OF THE JOB

- To plan, coordinate and manage all academic and administrative functions of the department.
- To provide academic leadership and guidance to academic staff and to ensure adherence to set standards in order to provide quality academic and professional education.

KEY FUNCTIONS

- Planning, managing and coordinating all academic and administrative functions of the department.
- Assigning and allocating specific duties and responsibilities to the academic and administrative functions of the departments.
- Preparing annual budget estimates of the departmental objectives.
- Preparing annual budgets estimates of the department and ensuring effective and proper utilization of resources.
- Initiating the review of the departmental curricular to ensure that it is in line with the Faculty/School/Institute and departmental objectives.
- Ensuring that all professors and lecturers adhere to the approved timetable in conducting Lectures,Tutorials, researches and examinations.
- Ensuring that all coursework given to students is marked and graded in accordance with Faculty/School/Institute and Departmental regulations.
- Assessing training needs of the academic staff within the department and recommending appropriate actions.
- Ensuring that the department is adequately staffed by accessing human resource needs and submitting it to the Dean/Director.

- Ensuring effective supervision of researches undertaken by students and soliciting for research funds to promote research in the department.
- Participating in the recruitment, selection, and promotion and discipline of staff in accordance with the established procedures of the University.
- Appraising in the performance of academic staff and recommending appropriate actions.
- Ensuring up to date maintenance of all assets of the department,

KEY OUTPUTS

- All departmental functions are well planned, managed and coordinated.
- Academic and non academic staff assigned specific duties and responsibilities.
- Annual budget estimates prepared.
- Approved timetable adhered to in conducting lectures, tutorials, research and examinations.
- Course work given to students, marked and graded.
- Training needs for academic staff assessed.
- The department adequately staffed.
- Human resource needs assessed.
- Researches supervised and research funds solicited for.
- Performance of academic and non academic staff appraised and appropriate actions taken.
- An inventory of assets maintained.

CONTACTS

- Deans/Directors of the Faculty/School/Institute on guidance and advice.
- Academic Registrar on academic issues.
- Other Heads of Department for consultations.

PERSON SPECIFICATIONS

- Should have a PhD degree. Should be at a Professor level.
- Should have communication, leadership and interpersonal skills.
- Should have proven ability in managing and administering high caliber academic staff and good at team work.
- Should be computer literate.
- Should have a minimum of Eight years experience of teaching in the University.

JD 176: JOB TITLE: PROFESSOR

Salary Scale: UB3

Responsible to: Heads of Departments

Responsible for: Lecturers

Department: Any Academic Department

OVERALL PURPOSE OF THE JOB

- To assist the head of department in guiding and advising the academic staff within the department on the provision and promotion of quality academic education internationally acceptable.
- To promote research studies and dissemination of research findings.

KEY FUNCTIONS

- Providing academic leadership and guidance in the department.
- Identification and supervision of conduct of research studies by the undergraduate and postgraduate students.
- Preparing and delivering lectures to students.
- Conducting seminars and tutorials.
- Setting tests and examinations as well as marking and grading scripts.
- Advising students on their academic performance.
- Participating in curriculum review.

KEY OUTPUT

- Academic leadership and guidance provided.
- Research studies identified, conducted and supervised.
- Lectures prepared and delivered.
- Seminars and tutorials conducted.
- Tests and examinations set and scripts marked and graded.

CONTACTS

- Head of department on academic issues.
- Senior Lecturers and Lecturers on academic issues.

PERSON SPECIFICATIONS

- Should have a PhD degree.
- Should be at Associate Professor level gained through promotions and Senior Lecturer level
- Should have good track record of teaching, research and publications at the University level.

JD: 177: JOB TITLE: ASSOCIATE PROFESSOR

Salary Scale: UB4

Responsible to: Head of Department

Responsible for: Lecturers Indirectly.

Department: Any Academic Department

OVERALL PURPOSE OF THEJOB

- To provide academic and professional leadership and knowledge to lecturers and students at undergraduate and postgraduate level.
- To promote knowledge of his/her subject through original work.

KEY FUNCTIONS

- Preparing and delivering lectures to undergraduate and postgraduate students.
- Conducting researches and disseminating research findings.
- Promoting knowledge of his/her subject through original work.
- Guiding and supervising students doing research.
- Conducting seminars.
- Setting tests, examinations, course work and marking scripts and graded.
- Guiding and advising students on their performance.

KEY OUTPUTS

- Lectures prepared and delivered.
- Researches conducted and research findings disseminated.
- Knowledge of his/her subject promoted through original work.
- Students doing research supervised.
- Seminars conducted.
- Tests, examinations and course work set and scripts marked and graded.

- Students guided and advised on their performance.

CONTACTS

- Heads of Departments on academic issues.
- Lecturers on academic issues.
- Students on their performance.

PERSON SPECIFICATIONS

- Should have a PhD degree.
- Should have conducted research, publications and have had at least five years of teaching experience in a University.
- Should have a demonstrated academic excellence.

JD 178: JOB TITLE: SENIOR LECTURER

Salary Scale: UB4

Responsible to: Heads of Departments

Responsible for: Lecturers, Assistant Lecturers and Teaching Assistants.

OVERALL PURPOSE OF THE JOB

- To teach undergraduate and postgraduate students at the University through well researched and prepared lectures.
- To maintain academic and professional excellence through research and dissemination of research findings.

KEY FUNCTIONS

- Preparing well researched lectures and delivering them to undergraduate and postgraduate students.
- Conducting research and disseminating research findings.
- Supervising students undertaking researches
- Conducting seminars.
- Setting tests, examinations and course works, marking scripts and grading them.
- Guiding and advising students on their performance.

KEY OUTPUTS

- Lectures well researched and delivered.

- Researches conducted and research findings dissemination.
- Students undertaking researches supervised.
- Seminars conducted.
- Tests, examinations and course work set, scripts marked and graded.
- Students guided and advised on their performance.

CONTACTS

- Heads of departments on academic issues.
- Lecturers on academic issues.
- Students on their performance.

PERSON SPECIFICATIONS

- Should have a PhD degree.
- Should have proven academic ability in research, publication and teaching.
- Should be computer literate.
- Should have a minimum of five years teaching experience at the University.

JD 179: JOB TITLE: LECTURER

Salary Scale: UB6

Responsible to: Senior Lecturer

Responsible for : None

Department: Any Academic Department.

OVERALL PURPOSE OF THE JOB

- To lecture undergraduate and postgraduate students.
- To maintain academic excellence through well researched and prepared lectures as well as conducting researches.

KEY FUNCTIONS

- Preparing lectures and lecturing to undergraduate and postgraduate students.
- Conducting researches and disseminating research findings.
- Supervising students undertaking researches.
- Conducting seminars.
- Setting tests, examinations and course work as well as marking and grading scripts.

KEY OUTPUTS

- Lectures researched and prepared.
- Students at undergraduate and post graduate levels lectured to.
- Research conducted and research findings disseminated.
- Students undertaking researches supervised.
- Seminars conducted.
- Tests, examinations and course work set, marked and scripts graded.

CONTACTS

- Heads of Departments on academic issues.
- Senior Lecturers on academic issues.
- Students on their academic performance.

PERSON SPECIFICATIONS

- Should have a PhD degree.
- Should have at least two years experience at Assistant Lecturer level in a University.

JD 180: JOB TITLE: ASSISTANT LECTURER

Salary Scale: UB7

Responsible to: Senior Lecturer.

Responsible for: None

Department: Any Academic Department

OVERALL PURPOSE OF THE JOB

- To assist the Senior Lecturer at lecturing to undergraduate students.

KEY FUNCTIONS

- Preparing lectures and lecturing to undergraduate students.
- Marking and grading student's scripts.

KEY OUTPUTS

- Lecturing prepared and delivered to undergraduate students.
- Students scripts marked and graded.

CONTACTS

- Senior Lecturers, Lecturers for guidance and advice.
- Students on their work.

PERSON SPECIFICATIONS

- Should have a Masters degree.
- Should have at least three years experience as Teaching Assistant level in a University.

JD 181: JOB TITLE: TEACHING ASSISTANT

Salary Scale: UB8

Responsible to: Senior Lecturer.

Responsible for: None

Department: Any Academic Department

OVERALL PURPOSE OF THE JOB

- To assist the Senior Lecturer at lecturing to undergraduate students.

KEY FUNCTION

- Preparing lectures and lecturing undergraduate students.
- Marking and grading student's scripts.
- Conducting Tutorials and Group discussions

KEY OUTPUTS

- Lecturing prepared and delivered to undergraduate students.
- Students scripts and graded.
- Tutorials and Group discussions conducted.

PERSON SPECIFICATIONS

- Should have a Bachelors degree (First Class or Second Class-Upper Division).

