

BUSITEMA UNIVERSITY JOB OPPORTUNITIES - APRIL 2017
INTERNAL JOB ADVERT

Busitema University is a Public University established by Statutory Instrument No. 22 of 2007. The University is multi campus, located in Eastern Uganda. Applications are invited from suitably qualified candidates to fill the following positions at Busitema University. Please submit your applications duly signed and accompanied by detailed Curriculum Vitae, Certified Academic Transcripts & Certificates, testimonials, 3 recent passport photographs, contact addresses and names of three referees in envelopes addressed to the University Secretary, Busitema University, P.O. Box 236 Tororo/226 Busia or at the Liaison Office at Lincoln Flats A2 Makerere University not later than Friday April 25, 2017.

INTERNAL ADVERT

SUPPORT STAFF POSITIONS:

1. SENIOR TECHNICIAN (1 POST)

Department: Agricultural Mechanization & Irrigation Engineering

Salary Scale: M11

Reports to: Chief Technician

Job Summary:

To support the Chief Technician in the management of day to day operations of the Workshop, maintenance of equipment and provision of technical support to the Lecturers and Students during practical training sessions.

Requirements:

- a) Diploma in Agricultural Engineering or an Ordinary Diploma in Mechanical Engineering
- b) Have three (3) years' experience in the relevant area.
- c) Computer skills and proficiency are essential
- d) Should be able to demonstrate to students practical experiments in relevant area
- e) Be a confirmed Staff of Busitema University
- f) Age limit is below 55 years

2. POST: STORES ASSISTANT (1POST)

Salary Scale: M12

Reports to: Stores Officer

Job Summary: To receive, record, store and issue out supplies and office equipment

Requirements:

- a) Diploma in Stores and Supplies Management or Procurement or any other relevant Diploma majoring in Stores Management obtained from a recognized training Institution.
- b) Have three (3) years of relevant working experience
- c) Computer skills and proficiency are essential.
- d) Be a confirmed Staff of Busitema University
- e) Age limit: Below 55 years

3. PERSONAL SECRETARY (1 POSTS)

Salary Scale: M11

Job Summary:

To provide typing services, managing office information and records and perform duties of front desk management.

Requirements:

- a) Diploma in Secretarial Studies with speed of 40/80 wpm in typing and shorthand respectively.
- b) Have three (3) years working e experience in a similar position.
- c) Be a confirmed staff of Busitema University
- d) Age limit: Below 55 years

4. POST: AUDIT ASSISTANT (1POST)

Salary Scale: M10

Reports to: Internal Auditor

Job Summary: To Assist the Internal Auditor in the review of financial and accounting operations and safe custody of audit records.

Requirements:

- a) Diploma in Business Administration majoring in accounting obtained from a recognized training Institution.
- b) Have three (3) years of relevant working experience
- c) Computer skills and proficiency are essential.
- d) Be a confirmed staff of Busitema University
- e) Age limit: Below 55 years

5. TRANSPORT ASSISTANT (University Bus Driver) 1 POST

Reports to: Estates Officer

Job Summary: To drive and maintain University vehicles in accordance with the transport policy, procedures and guidelines.

Requirements:

- a) A Ugandan Certificate of Education (UCE).
- b) A valid Driving license with class B, DL, DM, & DH and should be able to pass a driving test.
- c) Not less than four (4) years driving experience.
- d) A certificate in motor vehicle mechanics will be added advantage.
- e) Be a confirmed staff of Busitema University
- f) Age limit: Below 55 years