



LIRA UNIVERSITY

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OFFICE OF THE UNIVERSITY SECRETARY

EXCITING EMPLOYMENT OPPORTUNITIES WITH LIRA UNIVERSITY

Lira University was established as a Public University by Statutory Instrument No.35, of July 16th 2015 to expand access to equitable quality Higher Education in the country and to respond to the critical Human Resource Development needs of the country. The University is governed by the Universities and Other Tertiary Institutions Act, 2001 as amended 2006 of the Republic of Uganda. The University is located in Lango Sub-region in Northern Uganda, Lira City. In order to fulfill the current mandate and to position the University to assist local community and build their capacity for socio economic enhancement. Lira University now wishes to recruit competent staff in the following positions.

| FACULTY OF MEDICINE | | | |
|--------------------------------------|---------------------------------------|---------------------|----------------------------|
| DEPARTMENT OF PHYSIOLOGY | | | |
| S/no | Job Title | Salary Scale | Number of Vacancies |
| 1 | Assistant Technician | PU 12 | 1 |
| DEPARTMENT OF ANATOMY | | | |
| S/no | Job Title | Salary Scale | Number of Vacancies |
| 1 | Assistant Technician(Lab) | PU 12 | 1 |
| DEPARTMENT OF ANAESTHESIOLOGY | | | |
| S/no | Job Title | Salary Scale | Number of Vacancies |
| 1 | Assistant Technician (Anaesthesia) | PU 12 | 2 |
| ADMINISTRATION | | | |
| S/no | Job Title | Salary Scale | Number of Vacancies |
| 1 | Deputy University Bursar | PU 4 | 1 |
| 2 | Senior Procurement Officer | PU 6.1 | 1 |
| 3 | Senior Human Resource Officer | PU 6.1 | 1 |

SUBMISSION GUIDELINES

1. Qualifying persons should submit **online** in single pdf document size NOT MORE THAN **5Mbs** their applications duly signed together with certified photocopies of their transcripts, certificates and latest copy of their Curriculum Vitae giving full details of the applicant's education, work experience and naming three referees with their postal addresses and day time phone contact. The application should be addressed to the University Secretary and applicants must make sure that at least two referees have forwarded recommendation letters concerning their application to the University Secretary before the closing date of this advertisement in the same application document.
2. Only applications submitted in 1. Above shall be down loaded.
3. Applications should be sent to **jobs@lirauni.ac.ug**
4. Please visit our website at: www.lirauni.ac.ug for details of the job.
5. The deadline for receiving applications is **31st August 2023** before 5:00PM.
6. Lira University is an Equal Opportunity Employer.
7. Applicants should demonstrate qualities of integrity and High Moral character.
8. Only successful candidates will be contacted.
9. Due diligence by the University will form part of selection criteria or confirmation.
10. Female candidates are encouraged to apply
11. Any form of solicitation or lobbying will lead to automatic cancellation of the application.

DEPARTMENT OF PHYSIOLOGY

Job Title: Assistant Technician

Salary Scale: PU 12

Number of Vacancies: 1

Age Limit: Not more than 34 years

(a) Duties and Responsibilities

1. Participates in carrying out laboratory investigations and interpret results and submit reports to clinicians.
2. Prepares reagents and ensure that similar preparations by junior staff are in keeping with established procedures.
3. Liaises with ward management in the preparation of Patients for laboratory tests.
4. cares for and services laboratory equipment and maintain an inventory.
5. Participates in primary Health care activities and research.
6. Continuously assesses performance of Laboratory Staff and completes their annual confidential reports (forms).
7. Implements guidelines and regulations to ensure safety in the workplace.
8. Maintains equipment and facilities in a functional condition.
9. Assists in preparation of students' practical's, industrial training, internship and field work.
10. Creates and keeps records.

(b) Person Specifications

- a) Must have a Diploma in Medical Laboratory Technology or its equivalent from recognized institution.
- b) Must be registered and currently licensed with the Allied Health Professionals Council.
- c) At least three (3) years of clinical or relevant experience with reputable organization or institution.
- d) Must have credit passes in Physics, Chemistry and Biology at 'O' level.
- e) At least a principal pass in either Physics, Chemistry or Biology at 'A' level.

DEPARTMENT OF ANATOMY

Job Title: Assistant Technician (Lab)

Salary Scale: PU 12

Age Limit: Not more than 34 years

Number of Vacancies:1

(a) Duties and Responsibilities

1. Participates in carrying out laboratory investigations and interpret results and submit reports to clinicians.
2. Prepares reagents and ensure that similar preparations by junior staff are in keeping with established procedures.
3. Liaises with ward management in the preparation of Patients for laboratory tests.
4. cares for and services laboratory equipment and maintain an inventory.
5. Participates in primary Health care activities and research.
6. Continuously assesses performance of Laboratory Staff and completes their annual confidential reports (forms).
7. Implements guidelines and regulations to ensure safety in the workplace.
8. Maintains equipment and facilities in a functional condition.
9. Assists in preparation of students' practical's, industrial training, internship and field work.
10. Creates and keeps records.

(b) Person Specifications

- a) Must have a Diploma in Medical Laboratory Technology or its equivalent from recognized institution.
- b) Must be registered and currently licensed with the Allied Health Professionals Council.
- c) At least three (3) years of clinical and relevant experience with reputable organization or institution.
- d) Must have credit passes in Physics, Chemistry and Biology at 'O' level.
- e) At least a principal pass in either Physics, Chemistry or Biology at 'A' level.

DEPARTMENT OF ANAESTHESIOLOGY

Job Title: Assistant Technician (Anaesthesia)

Salary Scale: PU 12

Age Limit: Not more than 34 years

Number of Vacancies:2

(a) Duties and Responsibilities

1. Participates in clinical work and ensure proper management of patients.
2. Administers safe anaesthesia to patients.
3. Liaises with ward management in pre and postoperative patient care.
4. Participates in the management of disaster situations and provide resuscitation services.
5. Ensures that equipment is functional and well maintained.
6. Adheres to professional code of conduct.
7. Attends to any other duties assigned by supervisor.

(b) Person Specifications

- a) Must be a trained Clinical Officer or Registered trained Nurse/Midwife or its equivalent.
- b) Must have a Diploma in Anesthesia from a recognized Institution.
- c) Must be registered and currently licensed with the Allied Health Professionals Council.
- d) At least three (3) years of clinical experience with reputable organization or institution.
- e) Must have credit passes in Physics, Chemistry and Biology at 'O' level.
- f) At least a principal pass in either Physics, Chemistry or Biology at 'A' level.

ADMINISTRATION

Job Title: Deputy University Bursar

Salary Scale: PU 4

Age Limit: Below 50 years

Number of Vacancies:1

(a) DUTIES AND RESPONSIBILITIES

1. Supports the University Bursar to develop and formulates strategic financial plans and budgets for the University.
2. Facilitates strategic planning processes across the University.
3. Provides technical support to the Units for the preparation of their budgets and work plans.
4. Reviews and advises the University Bursar on the performance of financial management, planning, investment and resource mobilization of the Office.
5. Monitors and reports compliance of the University Units to instituted accounting, accountability and risk management systems.
6. Reviews, monitors and advises on Donor funding policies, priorities and trends.
7. Supports the University Bursar in promoting and enforcing adherence to financial policy, regulatory framework including standards of professional practice.
8. Compiles and prepares timely responses to audit queries and mandatory inquiries whenever necessary.
9. Facilitates co-financing arrangements with various Stakeholders.
10. Coordinates compilation of data for preparation of revenue forecasts and development of investment initiatives and resource mobilization strategies.
11. Develops and manages the process of policy formulation and planning decisions in consultation with other University units.
12. Performs any other official duties as assigned by the University Bursar.

PERSON SPECIFICATIONS

- (a) Must have a Masters degree in Accounting and Finance or related field from a recognized institution.
- (b) Must have Bachelors degree in Accounting and Finance or related field from a recognized institution.
- (c) Must have full professional accounting qualification such as ACCA, CPA or CIMA.

- (d) Must be a Member of a recognised professional accounting body like the Institute of Certified Public Accountants of Uganda (ICPAU) or equivalent.
- (e) Must have high integrity with excellent communication, leadership and people skills.
- (f) Must be computer literate, with good working knowledge of standard office documentation software and with demonstrable knowledge and skills in computerised Financial Management systems and packages.
- (g) Must have the ability to initiate and institute measures to enforce prudent financial management and proper use and accountability of the University's fiscal resources.
- (h) Must have a minimum of six (6) years relevant working experience, three (3) of which must have been at principal management level or it's equivalent in a large reputable organization.
- (i) Must have proven experience of formulating and implementing strategic plans that reflect and support organizational needs.

JOB TITLE : **SENIOR PROCUREMENT OFFICER**

Salary Scale : PU 6.1

Age Limit : Below 50 years

Number of Vacancies : 1

1. Assists in ensuring the proper management and value for money for procurements and disposals handled by the Procurement and Disposal Unit.
2. Assists the Deputy Chief Procurement and Disposal Unit.
3. Develops appropriate procedures and guidelines for the Procurement and Disposal Unit and the Contracts Committee.
4. Coordinates the preparation of bid documents.
5. Assists in the evaluation of bids.
6. Responsible for contract administration including preparation of contracts and issuing approved contracts.
7. Liaises with Suppliers, Consultants, Contractors and other stakeholders to ensure timely delivery of goods and services as per contract.
8. Prepares and updates specifications.
9. Performs any other duties assigned by the Supervisor

PERSON SPECIFICATIONS

- (a) Must have a Masters degree in Procurement, Purchasing or Logistics and Supply Chain Management or related field from a recognized institution.
- (b) Must have Bachelors degree in Procurement, Purchasing or Logistics and Supply Chain Management or related field from a recognized institution.
- (c) Must have full professional qualification in procurement from recognized institution.
- (d) Must have at least Six (6) years relevant working experience in procurement
- (e) Must have in-depth knowledge of laws governing procurement.
- (f) Must have leadership and supervisory skills.
- (g) Must have the ability to build, lead, and work with teams.
- (h) Must be computer literate.
- (i) Must have well developed communication and interpersonal relationship skills.

JOB TITLE : SENIOR HUMAN RESOURCE OFFICER
Salary Scale : PU 6.1
Age : Below 50 years
Number of Vacancies : 1

DUTIES AND RESPONSIBILITIES

1. Supports human resource practices and priorities across the University to reinforce recruitment, development and retention of a competent and efficient workforce.
2. Provides advice to senior management on establishment, structures, institutional development and change.
3. Manages and coordinates human resource planning, monitoring and reporting.
4. Coordinates the development, review and dissemination of human resource regulations, policies and procedures and monitor implementation.
5. Promotes Learning and Staff Development
6. Liaises with other higher institutions of learning on human resource best practices in promoting development
7. Carries out periodic human resource Audit
8. Performs any other duties assigned by the Supervisor

KEY OUTPUTS

- a) Human resource practices and priorities coordinated across the University to reinforce recruitment, development and retention of a competent and efficient workforce.
- b) Advice provided to senior management on establishment, structures, institutional development and change.
- c) Human resource planning, monitoring and reporting managed and coordinated.
- d) The development, review and dissemination of human resource regulations, policies and procedures coordinated and implementation monitored.
- e) Learning and Staff Development promoted.
- f) Liaison with other higher institutions of learning on human resource best practices in promoting development maintained.
- g) Periodic human resource Audit carried out.

PERSON SPECIFICATIONS

- i. Must have a Masters degree in Human Resource Management, Organizational Psychology, Business Administration (Human Resource Option) or related field from a recognized institution.
- ii. Must have Bachelors Degree in Management or related field from a recognized institution.
- iii. Must have at least six (6) years relevant working experience in human resource management.
- iv. Membership of a professional human resource management is an added advantage.
- v. Must have leadership and supervisory skills.
- vi. Must have the ability to build, lead, and work with teams.
- vii. Must be computer literate.
- viii. Must have well developed interpersonal relationship and communication skills.
- ix. Must have the ability to act as a change agent.