

25<sup>th</sup> June 2020

## **EXTERNAL ADVERT FOR TEACHING POSITIONS AT UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY**

Uganda Technology And Management University (UTAMU) is a private University in Uganda founded in 2012 and licensed by the National Council for Higher Education (NCHE) to do teaching, research and community engagement. UTAMU offers experiential and outstanding learning and teaching for 21st Century students through an enriched learning experience that blends face to face and virtual learning.

The university combines Management and Technology in all its programmes and has highly qualified and experienced faculty in these two broad disciplines. The aim of offering management and technology modules in all our programmes is to equip all our graduates with skills required for 21st century workers namely; critical thinking and problem solving, communication, collaboration, and creativity and innovation.

Its vision is a global center of excellence in management, administration, science, and technology education while its mission is to be a leader in providing quality Education, Research and Innovation critical to socio-economic and human development. Its values include:

1. ***Professionalism***
2. ***Creativity***
3. ***Integrity***

- 4. **Transparency**
- 5. **Empowerment; and**
- 6. **Community Engagement**

UTAMU invites applications from suitably, qualified applicants for the following full time **POSITIONS**

| School                           | Department                       | Position            | Vacancies | Discipline   | Minimum Academic Qualifications | Other Minimum Requirements  |
|----------------------------------|----------------------------------|---------------------|-----------|--|---------------------------------|---|
| <b>Computing and Engineering</b> | Computer Science and Engineering | Professor           | 1         | Computer Science, software engineering, computer security, data communication networks or Computer engineering | PhD                             | 25 peer reviewed publications; Supervision of at least ten (10) graduate students to completion and of which at least one (1) of should be a PhD student; Evidence of raising at least USD 500,000 in research grants; service to the community and basic pedagogical skills. |
|                                  |                                  | Associate Professor | 1         | Computer Science, software engineering, computer security, data communication networks or Computer engineering | PhD                             | 15 peer reviewed publications; Supervision of at least ten (7) graduate students to completion; Evidence of raising at least USD 100,000 in research grants; service to the community and basic pedagogical skills.   |
|                                  |                                  | Senior Lecturer     | 2         | Computer Science, software engineering, computer security, data communication networks or Computer engineering | PhD                             | Two (2) peer previewed publications; service to the community and basic pedagogical skills. Evidence of graduate student supervision and winning research grants will be an added advantage.  |

|  |                                    |                     |   |  |                              |   |
|--|------------------------------------|---------------------|---|--|------------------------------|---|
|  |                                    | Lecturer            | 2 | Computer Science, software engineering, computer security, data communication networks or Computer engineering   | Master's degree; PhD Student | Experience of basic pedagogical skills  |
|  |                                    | Assistant Lecturer  | 3 | Computer Science, software engineering, computer security, data communication networks or Computer engineering   | Master's degree              | Experience of basic pedagogical skills will be an added advantage.  |
|  | Information Systems and Technology | Professor           | 1 | Information systems, information science, multi-media technology, information security or information technology | PhD                          | 25 peer reviewed publications; Supervision of at least ten (10) graduate students to completion and of which at least one (1) of should be a PhD student; Evidence of raising at least USD 500,000 in research grants; service to the community and basic pedagogical skills. |
|  |                                    | Associate Professor | 1 | Information systems, information science, multi-media technology, information security or information technology | PhD                          | 15 peer reviewed publications; Supervision of at least ten (7) graduate students to completion; Evidence of raising at least USD 100,000 in research grants; service to the community and basic pedagogical skills.   |
|  |                                    | Senior Lecturer     | 2 | Information systems, information science, multi-media technology, information security or information technology | PhD                          | Two (2) peer previewed publications; service to the community and basic pedagogical skills. Evidence of graduate student supervision and winning research grants will be an added advantage.  |
|  |                                    | Lecturer            | 2 | Information systems, information science, multi-   | Master's degree; PhD         | Experience of basic pedagogical skills  |

|                                |                        |                     |   |   |                              |   |
|--------------------------------|------------------------|---------------------|---|---|------------------------------|---|
|                                |                        |                     |   | media technology, information security or information technology  | Student                      |   |
|                                |                        | Assistant Lecturer  | 3 | Information systems, information science, multi-media technology, information security or information technology                      | Master's degree              | Experience of basic pedagogical skills will be an added advantage.  |
| <b>Business and Management</b> | Business and Economics | Professor           | 1 | Business, business computing, operations research, statistics, procurement and supplies chain management, commercial law or economics | PhD                          | 25 peer reviewed publications; Supervision of at least ten (10) graduate students to completion and of which at least one (1) of should be a PhD student; Evidence of raising at least USD 500,000 in research grants; service to the community and basic pedagogical skills. |
|                                |                        | Associate Professor | 1 | Business, business computing, operations research, statistics, procurement and supplies chain management, commercial law or economics | PhD                          | 15 peer reviewed publications; Supervision of at least ten (7) graduate students to completion; Evidence of raising at least USD 100,000 in research grants; service to the community and basic pedagogical skills.   |
|                                |                        | Senior Lecturer     | 2 | Business, business computing, operations research, statistics, procurement and supplies chain management, commercial law or economics | PhD                          | Two (2) peer reviewed publications; service to the community and basic pedagogical skills. Evidence of graduate student supervision and winning research grants will be an added advantage.   |
|                                |                        | Lecturer            | 3 | Business, business computing, operations research, statistics, procurement and supplies chain management,                             | Master's degree; PhD Student | Experience of basic pedagogical skills  |

|  |            |                     |   |   |                              |   |
|--|------------|---------------------|---|---|------------------------------|---|
|  |            |                     |   | commercial law or economics   |                              |   |
|  |            | Assistant Lecturer  | 4 | Business, business computing, operations research, statistics, procurement and supplies chain management, commercial law or economics   | Master's degree              | Experience of basic pedagogical skills will be an added advantage.  |
|  | Management | Professor           | 1 | Management, educational planning and management, Institutional leadership and management, monitoring and evaluation, project planning and management, or public administration and management | PhD                          | 25 peer reviewed publications; Supervision of at least ten (10) graduate students to completion and of which at least one (1) of should be a PhD student; Evidence of raising at least USD 500,000 in research grants; service to the community and basic pedagogical skills. |
|  |            | Associate Professor | 1 | Management, educational planning and management, Institutional leadership and management, monitoring and evaluation, project planning and management, or public administration and management | PhD                          | 15 peer reviewed publications; Supervision of at least ten (7) graduate students to completion; Evidence of raising at least USD 100,000 in research grants; service to the community and basic pedagogical skills.   |
|  |            | Senior Lecturer     | 2 | Management, educational planning and management, Institutional leadership and management, monitoring and evaluation, project planning and management, or public administration and management | PhD                          | Two (2) peer previewed publications; service to the community and basic pedagogical skills. Evidence of graduate student supervision and winning research grants will be an added advantage.  |
|  |            | Lecturer            | 5 | Management, educational planning and management, Institutional leadership and   | Master's degree; PhD Student | Experience of basic pedagogical skills and computer literate  |

|  |  |                    |   |   |                 |  |
|--|--|--------------------|---|---|-----------------|--|
|  |  |                    |   | management, monitoring and evaluation, project planning and management, or public administration and management   |                 |  |
|  |  | Assistant Lecturer | 4 | Management, educational planning and management, Institutional leadership and management, monitoring and evaluation, project planning and management, or public administration and management | Master's degree | Experience of basic pedagogical skills and computer literacy will be an added advantage. |

#### **JOBS DESCRIPTIONS FOR THE ABOVE POSITIONS**

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**JOB TITLE:** PROFESSOR  
**Responsible to:** Head of Department  
**Supervisees:** Research students and research staff

#### **Purpose of the Job**

To oversee the design and development of the curriculum, and deliver a range of programs of teaching to UTAMU students, in order to ensure teaching within the quality assurance framework of the University. To lead the development and implementation of the University's research strategy and co-ordinate research activity within the specific subject area.

#### **Key Functions**

- i) Oversee the design and development of the overall curricula, and develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.
- ii) Transfer knowledge including practical skills, methods and techniques.

- iii) Encourage the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the University
- iv) Plan and prepare for lectures as per UTAMU quality assurance guidelines.
- v) Develop online courseware for all courses assigned to you according to UTAMU e-learning standards and upload these to the Virtual Learning Environment before the course is offered.
- vi) Provide students with all reading materials needed, engage the students with group work, assignments and attend to their questions/issues within the e-learning system.
- vii) Engage students in at least 2 online chats and 2 discussion forums for each course you teach and give special attention to online students.
- viii) Set, Invigilate and Mark your test/exam including open book exams and tests for online/distance students in your class. Note that there will be two tests and an exam and both will be time tabled centrally.
- ix) Participate in School and University academic activities including meetings, student assessment, and research and outreach projects.
- x) Supervise both graduate and undergraduate students in your School.
- xi) Involve in article writing and publications singly or Jointly with full time staff members
- xii) Make presentations at national and international conferences and similar events.
- xiii) Lead research and collaborative partnerships with other educational institutions or other bodies.

**JOB TITLE:           ASSOCIATE PROFESSOR**  
**Responsible to:     Head of Department**  
**Supervisees:        Research students and research staff**

**Purpose of the Job**

To provide academic leadership and knowledge in the relevant discipline and lead the development and implementation of research and publications.

## Key Functions

- i) Undertake research-led teaching at different levels on undergraduate and/or postgraduate taught courses, regularly collecting, and responding to student feedback.
- ii) Play a significant role in the design, development and planning of modules and programmes within the subject area as required.
- iii) Play a significant role in the review of modules and programmes and in quality assurance and enhancement as required.
- iv) Develop innovative approaches to learning and teaching as appropriate.
- v) Provide students with all reading materials needed, engage the students with group work, assignments and attend to their questions/issues within the e-learning system.
- vi) Engage students in at least 2 online chats and 2 discussion forums for each course you teach and give special attention to online students.
- vii) Set, Invigilate and Mark your test/exam including open book exams and tests for online/distance students in your class. Note that there will be two tests and an exam and both will be time tabled centrally.
- viii) Participate in School and University academic activities including meetings, student assessment, and research and outreach projects.
- ix) Supervise both graduate and undergraduate students in your School.
- x) Involve in article writing and publications singly or Jointly with full time staff members
- xi) Participate in presenting papers in Conferences organized by the University.
- xii) Pursue, develop and lead research, innovation and impact at an appropriately benchmarked level.
- xiii) Develop the strategic direction within own research area.
- xiv) Maintain a high quality record of regular and original research publications of external standing as appropriate to the field or discipline.
- xv) Attract research income on an individual and collaborative basis, as appropriate to the field or discipline, to underpin high quality research activity.



- xvi) Develop and lead pedagogical developments relating to learning and teaching to a level recognized externally for excellence.
- xvii) Have a significant role in the strategic development of the curriculum and learning and teaching/student support policies.

**JOB TITLE: SENIOR LECTURERS**  
**Responsible to: Head of Department**

### **Purpose of the Job**

To teach undergraduate and post graduate students at the University through well researched and prepared lectures; maintain academic and professional excellence through research and dissemination of research findings, and to contribute to the university and wider society through community service.

### **Key Functions**

1. Plan and prepare for lectures as per UTAMU quality assurance guidelines.
2. Develop online courseware for all courses assigned to you according to UTAMU e-learning standards and upload these to the Virtual Learning Environment before the course is offered.
3. Deliver lessons as scheduled on the time table.
4. Provide students with all reading materials needed, engage the students with group work, assignments and attend to their questions/issues within the e-learning system.
5. Engage students in at least 2 online chats and 2 discussion forums for each course you teach and give special attention to online students.
6. Set, Invigilate and Mark your test/exam including open book exams and tests for online/distance students in your class. Note that there will be two tests and an exam and both will be time tabled centrally.
7. Participate in School and University academic activities including meetings, student assessment, and research and outreach projects.

8. Supervise both graduate and undergraduate students in your School.
9. Involve in article writing and publications singly or Jointly with full time staff members
10. Participate in presenting papers in Conferences organized by the University.

**JOB TITLE:           LECTURERS**  
**Responsible to:     Heads of Department**

**PURPOSE OF THE JOB**

To conduct lectures to undergraduate and post graduate students in relevant subjects and maintain academic excellence through well researched and prepared lectures as well as conducting research.

**JOB DESCRIPTION**

1. Plan and prepare for lectures as per UTAMU quality assurance guidelines.
2. Develop online courseware for all courses assigned to you according to UTAMU e-learning standards and upload these to the Virtual Learning Environment before the course is offered.
3. Deliver lessons as scheduled on the time table.
4. Provide students with all reading materials needed, engage the students with group work, assignments and attend to their questions/issues within the e-learning system.
5. Engage students in at least 2 online chats and 2 discussion forums for each course you teach and give special attention to online students.
6. Set, Invigilate and Mark your test/exam including open book exams and tests for online/distance students in your class. Note that there will be two tests and an exam and both will be time tabled centrally.
7. Participate in School and University academic activities including meetings, student assessment, and research and outreach projects.
8. Supervise both graduate and undergraduate students in your School.
9. Involve in article writing and publications singly or jointly with full time staff members

10. Participate in presenting papers in Conferences organized by the University.

**JOB TITLE: ASSISTANT LECTURERS**

**Responsible to: Heads of Department**

**PURPOSE OF THE JOB**

To assist in the design, development and production of learning materials and research.

**JOB DESCRIPTION**

- i) Plan and prepare lectures as per UTAMU quality assurance guidelines.
- ii) Develop online courseware for all courses assigned to you according to UTAMU e-learning standards and upload these to the Virtual Learning Environment before the course is offered.
- iii) Deliver lessons as scheduled on the time table.
- iv) Provide students with all reading materials needed, engage the students with group work, assignments and attend to their questions/issues within the e-learning system.
- v) Engage students in at least 2 online chats and 2 discussion forums for each course you teach and give special attention to online students.
- vi) Set, Invigilate and Mark your test/exam including open book exams and tests for online/distance students in your class. Note that there will be two tests and an exam and both will be time tabled centrally.
- vii) Participate in School and University academic activities including meetings, student assessment, and research and outreach projects.
- viii) Supervise both graduate and undergraduate students in your School.
- ix) Involve in article writing and publications singly or jointly with full time staff members
- x) Participate in presenting papers in Conferences organized by the University.

## HOW TO APPLY FOR THE ABOVE MENTIONED JOB OPPORTUNITIES

1. Interested persons who meet the minimum requirements for any of the above positions should submit soft copies of their applications together with the following;
  - a) A detailed and an up-to-dated Curriculum Vitae.
  - b) Certified copies of academic transcripts and certificates and professional qualifications.
  - c) Evidence of appointment of the relevant teaching/research positions, supervision of graduate students and community service undertaken.
  - d) Names and addresses of three referees who should be advised to send reference letters direct to the Senior Human Resource Officer under confidential cover.
2. Submissions should be sent in soft copies to the following address;

**The Senior Human Resource Officer,  
Uganda Technology And Management University  
Plot 6 and 8 Erisa Road, Kiswa Bugolobi  
P.O. Box 73307, Kampala Uganda  
Email: [search@utam.ac.ug](mailto:search@utam.ac.ug)**

3. Deadline for submission is Friday, 25<sup>th</sup> July 2020 at 5.00 p.m East African time. ***Only shortlisted candidates will be contacted.***

***UTAMU seeks to ensure that male and female employees are given equal career opportunities. UTAMU is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with strictest confidentiality.***