



Avance International University

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OFFICE OF THE HUMAN RESOURCE MANAGER

JOB ADVERTISEMENTS

Application Deadline: 16th July 2024 | **Duty Station:** Wakiso, Nabweru Campus | **Start Date:** As Soon As Possible (ASAP)

JOB TITLE: UNIVERSITY BURSAR

Department / Faculty: Bursary / Finance Department

Reports To: Vice Chancellor

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To provide strategic financial leadership and oversight of all financial operations of the university, ensuring fiscal prudence, accountability, and compliance.

KEY DUTIES AND RESPONSIBILITIES

- Develop and manage the university's annual budget and financial plans.
- Oversee all financial transactions, accounting systems, and financial reporting.
- Ensure compliance with financial regulations, policies, and auditing standards.
- Manage university assets, investments, and endowments.
- Supervise the finance department and ensure timely preparation of financial statements.
- Coordinate internal and external audits and implement audit recommendations.
- Manage student fees collection, disbursements, and financial aid administration.
- Advise the Vice Chancellor and University Council on financial matters.
- Develop and implement internal financial controls and risk management frameworks.
- Liaise with banks, financial institutions, and government revenue authorities.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance, or a related field; CPA or ACCA qualification required.
- Master's Degree in Finance, Business Administration, or related field is an added advantage.
- At least 7 years of progressive financial management experience, with at least 3 at senior level.
- Strong knowledge of accounting standards (IFRS/IPSAS) and financial management systems.
- Excellent analytical, leadership, and reporting skills.
- Full membership of a recognised professional accounting body (ICPAU, ACCA, etc.).

HOW TO APPLY

Interested and qualified candidates should send their application letter, updated CV, copies of academic certificates, and transcripts to the Human Resource Office or via email to: hr@aviu.ac.ug. Please indicate the position you are applying for in the subject line of your application.

Only shortlisted candidates will be contacted.

JOB TITLE: ADMISSIONS OFFICER

Department / Faculty: Academic Registry / Admissions Office

Reports To: Academic Registrar

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To coordinate and manage the university's student admissions processes, ensuring efficient, accurate, and timely admission of students in accordance with university policies.

KEY DUTIES AND RESPONSIBILITIES

- Coordinate the annual student admissions process from application to enrolment.
- Verify and assess academic qualifications of applicants in line with admission criteria.
- Maintain and update the admissions database and student records.
- Liaise with NCHE and other bodies on admissions requirements and compliance.
- Prepare admissions reports and statistics for management decision-making.
- Correspond with applicants regarding their admission status and requirements.
- Coordinate orientation programmes for newly admitted students.
- Manage international student admissions, including verification of foreign qualifications.
- Provide information and guidance to prospective students and parents.
- Ensure compliance with data protection policies in handling applicant information.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Education, Public Administration, Business Administration, or a related field.
- At least 2 years of experience in student admissions or academic administration.
- Knowledge of NCHE admission requirements and higher education regulations.
- Strong organisational, communication, and customer service skills.
- Proficiency in student information systems and MS Office.
- Attention to detail, integrity, and ability to handle confidential information.

HOW TO APPLY

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JOB TITLE: LECTURER (MULTIPLE POSITIONS — 10 POSTS)

Department / Faculty: Faculty of Business | Faculty of ICT | School of Health Sciences | School of Post Graduate and Research

Reports To: Respective Dean / Head of Department

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To deliver high-quality teaching, conduct research, and provide academic support in assigned subject areas across the faculties of Business, ICT, Health Sciences, and the School of Postgraduate and Research.

KEY DUTIES AND RESPONSIBILITIES

- Plan, prepare, and deliver lectures, tutorials, and practical sessions in assigned subject areas.
- Set, administer, mark, and provide feedback on student assessments and examinations.
- Develop and review course materials and instructional resources.
- Conduct and publish research in relevant academic journals and conferences.
- Supervise undergraduate and postgraduate student projects and dissertations.
- Participate in curriculum development, review, and quality assurance activities.
- Engage in community outreach, consultancy, and professional development activities.
- Contribute to departmental and faculty committees and academic administration.
- Maintain accurate student records and submit results within stipulated timelines.
- Provide academic counselling and mentoring to students.

QUALIFICATIONS AND EXPERIENCE

- Master's Degree in a relevant discipline (Business, ICT, Health Sciences, or related); PhD is an added advantage.
- At least 2 years of university-level teaching or industry experience in the relevant field.
- Evidence of research interest or publications is desirable.
- Excellent communication and presentation skills.
- Ability to use e-learning platforms and digital teaching tools.
- Applicants should specify the faculty/school and subject area they are applying for.

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JOB TITLE: LIBRARIAN

Department / Faculty: University Library

Reports To: University Librarian / Academic Registrar

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To manage and develop library services, resources, and information systems that support teaching, learning, and research in the university.

KEY DUTIES AND RESPONSIBILITIES

- Manage and develop the university library collection including books, journals, and digital resources.
- Provide information literacy training and reference services to students and staff.
- Maintain the library catalogue and ensure accurate classification of materials.
- Manage library subscriptions to online databases, e-books, and academic journals.
- Develop and implement library policies, procedures, and strategic plans.
- Supervise library assistants and support staff.
- Maintain a conducive and organised library environment.
- Coordinate inter-library loans and resource sharing with other institutions.
- Maintain records and prepare regular library reports and statistics.
- Stay abreast of trends in library science and information management.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Library and Information Science or a related field.
- Postgraduate Diploma or Master's in Library and Information Science is an added advantage.
- At least 2-3 years of experience in an academic or special library.
- Proficiency in library management systems (e.g., Koha, Integrated Library Systems).
- Strong organisational and interpersonal skills.
- Knowledge of digital library resources, cataloguing (DDC/LCC), and information retrieval systems.

HOW TO APPLY

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JOB TITLE: LABORATORY ATTENDANT

Department / Faculty: School of Health Sciences / Faculty of ICT / Relevant Faculty

Reports To: Head of Department / Laboratory Manager

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To support the effective operation of university laboratories by maintaining equipment, supplies, and a safe, clean working environment for teaching and research activities.

KEY DUTIES AND RESPONSIBILITIES

- Prepare laboratory materials, reagents, and equipment before practical sessions.
- Assist students and academic staff during practical and laboratory sessions.
- Clean, maintain, and store laboratory equipment and apparatus after use.

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- Monitor and replenish laboratory consumables and supplies.
 - Ensure compliance with laboratory safety standards and waste disposal procedures.
 - Maintain records of equipment, chemicals, and materials in the laboratory.
 - Report equipment faults, breakages, or safety hazards to the supervisor.
 - Assist in the procurement and receipt of laboratory supplies.
 - Maintain the cleanliness and orderliness of the laboratory at all times.
 - Support laboratory demonstrations and practical assessments as directed.

QUALIFICATIONS AND EXPERIENCE

- Uganda Advanced Certificate of Education (UACE) in Science subjects or a Diploma in a relevant Science/Health/ICT field.
- Certificate or Diploma in Laboratory Technology, Medical Laboratory Sciences, or related discipline.
- At least 1 year of experience in a laboratory setting is an added advantage.
- Attention to detail, punctuality, and ability to follow instructions.
- Knowledge of basic laboratory safety and handling of chemicals/equipment.

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JOB TITLE: HEAD OF DEPARTMENT

Department / Faculty: Various Academic Departments

Reports To: Dean of Faculty / Vice Chancellor

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To provide academic and administrative leadership within a university department, ensuring the highest standards of teaching, research, and community engagement in alignment with the university's strategic goals.

KEY DUTIES AND RESPONSIBILITIES

- Provide visionary academic and administrative leadership for the department.
- Develop and implement departmental strategic plans, policies, and work plans.
- Oversee the design, delivery, review, and quality of academic programmes and curricula.
- Manage departmental staff including recruitment, induction, performance appraisal, and professional development.
- Coordinate the preparation and management of the departmental budget and resources.
- Foster a culture of research, innovation, and scholarly publication within the department.
- Represent the department in faculty, senate, and university-wide committees and meetings.
- Ensure departmental compliance with NCHES regulations, university policies, and accreditation requirements.
- Mentor and support academic and non-academic staff within the department.
- Build partnerships with industry, government, and other academic institutions to enhance the department's profile.
- Coordinate departmental student support activities, including academic counselling and welfare.
- Monitor and evaluate departmental performance and implement improvement plans.

QUALIFICATIONS AND EXPERIENCE

- A PhD or Master's Degree in the relevant academic discipline.
- At least 5 years of university-level teaching and research experience, with at least 2 years in a supervisory or leadership role.
- Demonstrated record of scholarly publications, research, and academic leadership.
- Strong knowledge of higher education management and curriculum development.
- Excellent leadership, communication, and interpersonal skills.
- Membership of a relevant professional or academic body is highly desirable.
- Experience in curriculum review, accreditation, and quality assurance is an added advantage.

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JOB TITLE: UNIVERSITY LAWYER (LEGAL COUNSEL)

Department / Faculty: Office of the University Secretary / Legal Unit

Reports To: University Secretary / Vice Chancellor

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To provide comprehensive legal advisory services to the university, ensuring all institutional activities, contracts, policies, and governance structures comply with applicable laws and regulations.

KEY DUTIES AND RESPONSIBILITIES

- Provide timely and accurate legal advice to university management, departments, and committees.
- Draft, review, and negotiate contracts, agreements, MOUs, and legal instruments on behalf of the university.
- Represent or coordinate the representation of the university in all legal proceedings, disputes, and regulatory matters.
- Advise on legal compliance with Uganda's higher education laws, labour laws, contract law, intellectual property, and data protection legislation.
- Review and update university policies, statutes, charters, and governance documents to ensure legal soundness.
- Conduct legal due diligence for institutional partnerships, procurements, and major transactions.
- Manage and mitigate legal and institutional risk across university operations.
- Advise the university on land, property, tenancy, and estate matters.
- Liaise with external legal counsel, government agencies, courts, and regulatory bodies.
- Train and sensitise staff on key legal issues, compliance requirements, and university regulations.
- Maintain records of all legal cases, contracts, and legal correspondence.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws (LLB) degree from a recognised university.
- Diploma in Legal Practice (DLP) and enrolment as an Advocate of the High Court of Uganda.
- Master's Degree in Law or a related field is an added advantage.
- At least 5 years of post-enrolment legal practice experience, preferably in a corporate or institutional legal setting.
- In-depth knowledge of Ugandan law, including labour law, contract law, education law, and administrative law.
- Excellent drafting, analytical, negotiation, and communication skills.
- High level of integrity, discretion, and professionalism.
- Experience in higher education legal frameworks is an added advantage.

HOW TO APPLY

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Only shortlisted candidates will be contacted.

JOB TITLE: UNIVERSITY LIBRARIAN

Department / Faculty: University Library

Reports To: Vice Chancellor / Academic Registrar

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To provide strategic leadership and management of all university library services, resources, and information systems to support the academic, research, and administrative activities of the institution.

KEY DUTIES AND RESPONSIBILITIES

- Develop and implement the library's strategic plan, policies, and operational procedures.
- Lead the development and management of the university's library collection, including print, digital, and special collections.
- Oversee the provision of information literacy, reference, and research support services to students and staff.
- Manage library subscriptions to e-journals, databases, e-books, and other digital resources.
- Supervise, mentor, and develop library staff to ensure high-quality service delivery.
- Manage the library budget, procurement of resources, and vendor relationships.
- Implement and manage integrated library management systems and emerging library technologies.
- Coordinate inter-library loans, institutional repository management, and resource sharing.
- Liaise with NCHE, national library bodies, and international library networks.
- Ensure the library environment is conducive, well-organised, and meets the needs of all users.
- Prepare and present library statistics, reports, and strategic recommendations to management.
- Promote a culture of reading, research, and information literacy across the university.

QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Library and Information Science (MLIS) or a related field from a recognised institution.
- Bachelor's Degree in Library and Information Science as a minimum academic requirement.
- At least 5-7 years of progressive experience in library management, with at least 3 years in a senior or managerial role in an academic library.
- Proficiency in library management systems (e.g., Koha, Sierra, or similar ILS platforms).
- Strong knowledge of digital library resources, cataloguing standards (DDC, LCC), and information retrieval.
- Demonstrated leadership, planning, and staff management skills.
- Membership of a recognised library professional body (e.g., LAU, IFLA) is an added advantage.
- Experience with institutional repositories, open access platforms, and research data management.

HOW TO APPLY

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Only shortlisted candidates will be contacted.

JOB TITLE: HEAD OF ICT

Department / Faculty: ICT Department / Directorate of ICT

Reports To: Vice Chancellor / University Secretary

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To provide strategic and operational leadership for all ICT infrastructure, systems, and services across the university, ensuring reliable, secure, and innovative technology solutions that support the institution's academic and administrative goals.

KEY DUTIES AND RESPONSIBILITIES

- Develop and implement the university's ICT strategy, policies, and master plan in alignment with institutional objectives.
- Oversee the management, maintenance, and upgrade of all ICT infrastructure including networks, servers, and hardware.
- Lead the deployment, integration, and management of enterprise information systems (ERP, LMS, SIS, etc.).
- Ensure the security, availability, and integrity of all university data and ICT systems.
- Manage the ICT department, providing leadership, supervision, and professional development to ICT staff.
- Coordinate ICT procurement, asset management, and vendor relationships.
- Develop and implement IT governance frameworks, disaster recovery plans, and business continuity strategies.
- Provide technical advisory services to university management on ICT investments and digital transformation.
- Support the delivery of e-learning, digital communication, and remote access platforms.
- Ensure compliance with data protection laws, cybersecurity standards, and ICT regulatory requirements.
- Liaise with external ICT service providers, government agencies, and technology partners.
- Monitor ICT performance, prepare reports, and recommend improvements.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Computer Science, Information Technology, Information Systems, or a related field.
- Master's Degree in ICT Management, Computer Science, or a related field is required or highly preferred.
- At least 5-7 years of progressive ICT management experience, with at least 3 years in a senior or leadership role.
- Strong expertise in network administration, systems management, cybersecurity, and enterprise applications.
- Proficiency in ICT project management and experience with ERP or student information systems.
- Relevant professional certifications such as CCNA, MCSE, ITIL, PMP, or CISSP are an added advantage.
- Excellent leadership, problem-solving, and communication skills.
- Experience in a university or large institutional ICT environment is highly desirable.

HOW TO APPLY

Interested and qualified candidates should send their application letter, updated CV, copies of academic certificates, and transcripts to the Human Resource Office or via email to: hr@aviu.ac.ug. Please indicate the position you are applying for in the subject line of your application.

Only shortlisted candidates will be contacted.

JOB TITLE: LABORATORY MANAGER

Department / Faculty: School of Health Sciences / Faculty of Science / Faculty of ICT

Reports To: Dean of Faculty / Head of Department

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To oversee the overall management, organisation, and safe operation of university laboratories, ensuring that all facilities, equipment, and resources are efficiently maintained to support high-quality teaching, practical training, and research.

KEY DUTIES AND RESPONSIBILITIES

- Manage the day-to-day operations of university laboratories and ensure their readiness for teaching and research activities.
- Develop and implement laboratory policies, safety protocols, standard operating procedures (SOPs), and quality standards.
- Oversee the procurement, maintenance, calibration, and inventory management of laboratory equipment, chemicals, and consumables.
- Ensure compliance with national and international laboratory safety regulations and environmental health standards.
- Supervise and coordinate the work of laboratory attendants and technical staff.
- Conduct regular risk assessments and implement safety measures, including proper handling and disposal of hazardous materials.
- Liaise with academic staff to plan and prepare laboratory sessions aligned with the academic timetable.
- Maintain accurate records of laboratory equipment, inventory, maintenance schedules, and incidents.
- Coordinate laboratory audits, accreditation processes, and quality control activities.
- Train laboratory staff and students in safety procedures and proper laboratory practices.
- Manage the laboratory budget and recommend capital expenditure for equipment upgrades.
- Liaise with suppliers, regulatory bodies, and external service providers for laboratory-related services.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Laboratory Sciences, Medical Laboratory Technology, Applied Science, Chemistry, Biology, or a related field.
- Postgraduate qualification (Masters or PGD) in a relevant scientific or management discipline is an added advantage.
- At least 4-5 years of experience in laboratory management, with at least 2 years in a supervisory role.
- Strong knowledge of laboratory safety regulations, quality management, and good laboratory practices (GLP).
- Proficiency in laboratory information management systems (LIMS) and MS Office.
- Demonstrated ability to manage budgets, staff, and laboratory resources effectively.
- Membership of a relevant professional body (e.g., Allied Health Professionals Council, Uganda) is an added advantage.
- Excellent organisational, leadership, and problem-solving skills.

HOW TO APPLY

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Only shortlisted candidates will be contacted.

JOB TITLE: PRINCIPAL NURSING OFFICER

Department / Faculty: School of Health Sciences / University Health Unit

Reports To: Dean, School of Health Sciences / Medical Officer

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To provide senior nursing leadership and management in the delivery of high-quality nursing care, clinical training, and health services within the university, while promoting professional nursing standards and student welfare.

KEY DUTIES AND RESPONSIBILITIES

- Provide strategic and clinical leadership for nursing services within the university health unit and school of health sciences.
- Supervise, mentor, and manage nursing and clinical staff to ensure the highest standards of care.
- Plan and oversee the delivery of nursing clinical training and practical sessions for nursing students.
- Develop and implement nursing care standards, protocols, and policies in accordance with professional and regulatory guidelines.
- Ensure the availability and proper management of medical supplies, drugs, and nursing equipment.
- Coordinate and oversee health promotion, disease prevention, and wellness activities for students and staff.
- Manage patient records, nursing documentation, and confidentiality in compliance with health data regulations.
- Liaise with the Uganda Nurses and Midwives Council (UNMC) and other regulatory bodies on nursing practice matters.
- Participate in curriculum review and development for nursing and health sciences programmes.
- Conduct regular clinical audits and quality improvement activities in the health unit.
- Respond to and manage health emergencies and first aid situations on campus.
- Prepare and submit nursing and health unit reports to university management.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science in Nursing (BScN) or Bachelor of Nursing Science from a recognised institution.
- Registration and valid practising licence with the Uganda Nurses and Midwives Council (UNMC).
- Postgraduate qualification in Nursing, Public Health, or Health Management is an added advantage.
- At least 5-7 years of nursing experience, with at least 3 years in a supervisory or managerial role.
- Strong clinical skills and knowledge of nursing standards, healthcare regulations, and patient safety.
- Demonstrated leadership, supervisory, and team management abilities.
- Experience in nursing education or clinical training is highly desirable.
- Excellent communication, counselling, and interpersonal skills.

HOW TO APPLY

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Only shortlisted candidates will be contacted.

JOB TITLE: PROCUREMENT OFFICER

Department / Faculty: Procurement and Disposal Unit (PDU)

Reports To: University Secretary / Bursar

Duty Station: Wakiso, Nabweru Campus

Start Date: As Soon As Possible (ASAP)

Application Deadline: 16th July 2024

PURPOSE OF THE JOB

To manage and coordinate all procurement and disposal activities of the university in accordance with the Public Procurement and Disposal of Assets (PPDA) Act and relevant university policies, ensuring transparency, value for money, and accountability.

KEY DUTIES AND RESPONSIBILITIES

- Plan and coordinate all university procurement activities in compliance with the PPDA Act and university procurement policies.
- Prepare, manage, and update the annual procurement plan in consultation with all user departments.
- Manage procurement processes including preparation of solicitation documents, bid evaluation, and contract award.
- Maintain a comprehensive database of pre-qualified suppliers and service providers.
- Ensure proper documentation, record-keeping, and filing of all procurement transactions.
- Advise departments on procurement regulations, procedures, and best practices.
- Coordinate with the Contracts Committee and ensure adherence to procurement governance requirements.
- Monitor and evaluate supplier performance and ensure timely delivery of goods and services.
- Manage the disposal of unserviceable assets in line with PPDA regulations.
- Prepare procurement reports and submit returns to the PPDA and other regulatory bodies.
- Facilitate procurement audits and implement recommendations.
- Coordinate the management of the university's stores and inventory.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Procurement and Logistics Management, Business Administration, Supply Chain Management, or a related field.
- Postgraduate qualification in Procurement, Supply Chain, or a related field is an added advantage.
- At least 3-5 years of experience in a public or institutional procurement role.
- In-depth knowledge of the Uganda PPDA Act, regulations, and public procurement procedures.
- Full membership of a recognised procurement professional body (e.g., CIPS, CIPSU) is an added advantage.
- Excellent analytical, negotiation, documentation, and communication skills.
- High level of integrity, accountability, and attention to detail.
- Proficiency in procurement management systems and MS Office.

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The university is an equal opportunity employer. Qualified women, persons with disabilities, and candidates from diverse backgrounds are strongly encouraged to apply.

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