

# KYAMBOGO UNIVERSITY

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**DIRECTORATE OF HUMAN RESOURCES**

## GRADUATE TRAINEE VACANCY ANNOUNCEMENT

Kyambogo University is a Public University established in 2003 following the merger of the former Institute of Teacher Education Kyambogo (ITEK), Uganda Polytechnic Kyambogo (UPK) and Uganda National Institute for Special Education (UNISE). The University campus is located on Kyambogo Hill in the capital city, Kampala. It is the second largest university in Uganda with more than 30,000 students on-campus.

Kyambogo University is a unique institution which has adopted an integrated approach to education, focusing on vocationalising at all levels. The University has embraced the fields of science and technology, teacher education, special needs education, humanities, business management and entrepreneurship.

To achieve its mission and strategic goals, Kyambogo University invites applications from graduates of Kyambogo University to fill positions of **Graduate Trainee** as detailed below:

Please visit [dhr.kyu.ac.ug](http://dhr.kyu.ac.ug) to find and/or download the detailed job advert in order to apply.

S/No	Faculty /School	Department	Number of Vacancy
1.	Engineering	1) Mechanical and Production Engineering	3
		2) Electrical and Electronics Engineering	3
		3) Biomedical and Mechatronics Engineering	3
		4) Mining, Chemical and Petroleum Engineering	4
2.		1) Architecture	4



	Built Environment	2) Geo-Informatics (Land Survey)	1
		3) Quantity Surveying and Property Valuation	2
3.	Science	1) Textile and Leather Technology	4
		2) Environmental Science	2
		3) Chemistry	2
		4) Sport Science	2
4.	Computing and Information Science	1) Library and Information Science	3
		2) Networks, Data Science and Artificial Intelligence	3
5.	Vocational Studies	1) Family Life and Consumer Studies	2
		2) Hotel and Institutional Catering	2
		3) Cosmetology and Fashion Design	2
		4) Nutritional Science and Dietetics	2
6.	Agriculture	1) Agriculture Production	1
		2) Soil Science and Irrigation	2
		3) Agricultural Education and Agriculture Economics	1
7.	Art and Industrial Design	1) Industrial and Commercial Art	2
		2) Visual Communication	2
8.	Education	1) Technical Teacher and Instructor Education	2
		2) Early Childhood and Pre-Primary Education	2
		3) Curriculum, Pedagogy and Educational Media	1

9.	Special Needs and Rehabilitation	1) Intellectual and Difficulties Development	1
10.	Arts and Humanities	1) Performing Arts	1
		2) Language and Communication Studies (French)	2

**JOB DESCRIPTION AND PERSON SPECIFICATIONS FOR THE POST OF GRADUATE TRAINEE**

Job Title: Graduate Trainee (61 Vacancies)  
Salary Scale: Monthly Stipend  
Responsible to: Lecturer  
Interacts with: Head of Department for overall supervision and performance management  
Senior Academic Staff for guidance and advice.  
Students on Tutorial

**Job Purpose**

The position of Graduate Trainee is a training position to assist senior academic staff in conducting tutorials and other academic duties. At this level, the Graduate Trainee is expected to be mentored into teaching and research while she/he attains further qualifications for appointment to higher positions. They must, therefore, be prepared to pursue and attain a Master's degree in the relevant field within a stipulated period of 2 years.

**Key Functions**

The Graduate Trainee will be responsible to the Lecturer for:

1. Preparing and conducting tutorials for undergraduate students.
2. Conducting guided Lectures under the supervision of senior academic staff.
3. Marking and grading students' scripts under the guidance of senior academic staff.

**Key Outputs**

1. Tutorials for undergraduate students conducted.
2. Guided lectures conducted under the supervision of senior academic staff.
3. Students' script marked and graded under the supervision and guidance of senior academic staff.



**Person Specifications**

1. Applicant must have studied and graduated with an Honours Bachelor's degree from Kyambogo University within the last five years.
2. She/he should not be more than 30 years of age at the time of application.
3. She/he must have attained an Honours Bachelor's Degree with First Class or Second Class Upper Division in the relevant discipline (as specified in the vacancy list).
4. Must be proficient in using relevant computer packages that will enable her/him support blended learning.
5. Should have good communication, leadership and interpersonal skills.
6. Must be a person of high integrity.
7. Must be ready to be mentored for an academic career relevant to the department with critical staffing needs.
8. Prior enrolment for a Master's degree in the relevant field will be an added advantage.

**Terms of Employment**

The Graduate Trainees will be appointed on Non- gratuitable contract terms for a period of 2 years and renewable once.

**HOW TO APPLY FOR THE POSITION**

1. Interested persons who meet the minimum requirements should submit their applications **online**. Please log onto [dhr.kyu.ac.ug](http://dhr.kyu.ac.ug) and click on "**Jobs**" then "**Apply Now**" and create a user account by clicking "**Create Account**". After this, log in in order to fill in the required data and follow the prompts up to "**Submit**".
2. Ensure that the following documents are attached in one PDF file not exceeding 5 Mbs before clicking "Submit":
  - (a) A Cover letter;
  - (b) A detailed and up-to-date Curriculum Vitae;
  - (c) Certified copies of academic transcripts, certificates and, if any, professional qualifications; and
  - (d) A copy of National Identity Card.
3. Submit sealed application containing hard copies of the above documents to the address below not later than **Monday 29<sup>th</sup> May 2023, 5:00 p.m. East African Time.**

**DIRECTOR HUMAN RESOURCES**

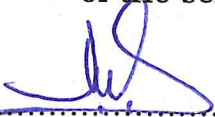
**KYAMBOGO UNIVERSITY**

**SECOND FLOOR, ADMINISTRATION BLOCK (RECORDS OFFICE)**



**NOTE:**

1. This Advert targets persons who studied and graduated from Kyambogo University within the last five years and applications from persons who did not graduate from Kyambogo University will **not** be accepted/considered.
2. Only shortlisted candidates shall be contacted for interviews.
3. Applicants who shall not hear from Kyambogo University upon completion of the selection exercise should consider themselves unsuccessful.



Richard K. Manano

**DIRECTOR HUMAN RESOURCES**

Date: 28<sup>th</sup> April 2023

**Distribution:**

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