

# KYAMBOGO UNIVERSITY

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**DIRECTORATE OF HUMAN RESOURCES**

Date: 7<sup>th</sup> July 2026

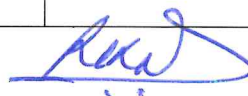
## PART-TIME TEACHING ADVERT NO. 1/2026

### PAIDHA LEARNING CENTRE

Kyambogo University is a Public University which has established itself as one of the leading Universities in Uganda offering a number of academic programmes. In order to achieve its mission and strategic goals, the University seeks to recruit qualified persons as Part-Time Teaching staff in the disciplines listed hereunder on short-term non-gratuitable contract terms tenable at Paidha Learning Centre.

**Table 1: Showing available Part-time Teaching positions at Paidha Learning Centre**

S N	FACULTY/ SCHOOL	PROGRAMME	NO. OF VACANCIES	SPECIALIZATION
1	School of Management and Entrepreneurship	Bachelor of Business Administration	6	a) Operations Management (1) b) General Management (1) c) Economics (1) d) Law (1) e) Procurement (1) f) Accounting (1)
2	Faculty of Agriculture	Bachelor of Vocational Studies in Agriculture with Education	5	a) Agricultural Education & Extension (1) b) Soil Science (1) c) Animal Science (1) d) Crop Science (1) e) Agricultural Economics (1)



3	School of Education	Bachelor of Education Primary	of 8	a) Foundations of Education (1) b) Integrated Science Education (1) c) Religious Education (1) d) Music Education (1) e) Social Studies (1) f) Language Education (1) g) Agriculture Education (1) h) Mathematics Education (1)
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**DETAILED JOB DESCRIPTION**

**JOB TITLE: PART-TIME TEACHING STAFF**

Salary scale: Hourly Rate  
Responsible to: Head of Department

**PURPOSE OF THE JOB**

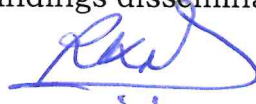
To conduct 15 hours of lectures per week to undergraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

**KEY FUNCTIONS**

1. Preparing and conducting lectures to students.
2. Conducting researches and disseminating research findings.
3. Supervising students undertaking research.
4. Conducting seminars.
5. Setting tests, examinations and course work according to University standards.
6. Administering and invigilating tests, course works and examinations according to University standards.
7. Marking tests and examinations scripts and compiling results according to approved grading standards and regulations of the University.
8. Attending to students' inquiries and academic problems.
9. Carrying out administrative duties in the departments as directed by the Head of Department.

**KEY OUTPUTS**

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.



4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled in a timely manner.
7. Students' inquiries and academic problems attended to.
8. Administrative duties in the departments carried out.

**PERSON SPECIFICATION**

- a) Must have a Master's degree in a relevant discipline from a recognized awarding University/Institution. A PhD will be an added advantage.
- b) Experience of two years teaching in a reputable University/Institution.
- c) Must be computer literate and knowledgeable about e-platforms.

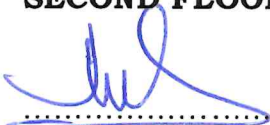
**APPLICATION PROCEDURE**

1. Interested persons who meet the minimum requirements should submit their applications together with the following:
  - (a) Copies of certified academic and professional qualifications.
  - (b) Copies of the National Identity Card.
  - (c) Evidence of work experience.
2. Applications should be delivered to **Either** Paidha Learning Centre **OR** Main Campus to the addresses below not later than **24<sup>th</sup> July 2026, 5:00 p.m, East African Standard Time.**

**OFFICE OF DEPUTY CHIEF LEARNING CENTRE  
PAIDHA LEARNING CENTRE**

**OR**

**CHIEF HUMAN RESOURCES  
KYAMBOGO UNIVERSITY  
SECOND FLOOR, ADMINISTRATION BLOCK (RECORDS OFFICE)**



.....  
Richard K. Manano  
**CHIEF HUMAN RESOURCES**

**Copy to:**

- |                                  |   |
|----------------------------------|---|
| 1) Vice Chancellor               | 5) All Heads of Academic Departments                |
| 2) Deputy Vice Chancellors (AA)  | 6) Staff Notice Boards                              |
| 3) Deputy Vice Chancellors (F&A) | 7) <a href="http://www.kyu.ac.ug">www.kyu.ac.ug</a> |
| 4) All Deans of Faculty/School   |   |