



# MAKERERE UNIVERSITY BUSINESS SCHOOL

Plot 21A Portbell Road, P. O. Box 1337, Kampala,  
General Line: 0414-338131, Email: [hrd@mubs.ac.ug](mailto:hrd@mubs.ac.ug)

## JOB OPPORTUNITY

Makerere University Business School (MUBS) is a Public tertiary Institute affiliated to Makerere University with the mandate to provide business and management education in the country. MUBS seeks to attract and retain talented individuals in a positive, diverse, healthy and safe work environment.

Applications are invited from suitably qualified Ugandans to fill the position of Teaching Assistant at Makerere University Business School.

**POSITION:** TEACHING ASSISTANT -LANGUAGES (03)

**SALARY SCALE :** PU 7 NON-SCIENCE

**REPORTS TO :** THE HEAD, DEPARTMENT OF BUSINESS LANGUAGES

### POST PROFILE FOR THE TEACHING ASSISTANT

The Teaching Assistant shall:

- Be responsible for providing support to the Department of Business Languages in teaching, learning, and research by facilitating on the language-based courses (Kiswahili, Chinese and German), fostering effective communication skills.
- Providing mentorship to staff and students.
- Contributing to curriculum development and departmental activities.

### KEY DUTIES AND RESPONSIBILITIES:

- Assist in preparing and conducting tutorials, language laboratory sessions, and practical classes in either Kiswahili, Chinese, or German, and other business language courses offered by the Department.
- Support the teaching of English for Business, Communication Skills, and selected foreign languages (Kiswahili, Chinese, or German), ensuring students gain both linguistic competence and applied communication skills.
- Mark coursework, assignments, and language tests, and provide timely and constructive feedback to students under the guidance of senior academic staff.
- Guide and mentor students in developing oral fluency, writing accuracy, intercultural communication, and professional presentation skills in the target languages.
- Contribute to the design and preparation of teaching materials, audio-visual resources, and digital tools to enhance language learning, including the integration of technology-based platforms.
- Participate in departmental seminars, language workshops, and cultural exchange activities to enrich student learning and promote multilingualism.

- Perform any other related duties as may be assigned in line with the mandate of the Department.

### DESIRABLE ATTRIBUTES:

- Ability to demonstrate strong linguistic competence and accurate command of either Kiswahili, Chinese, or German.
- Ability to foster intercultural awareness and sensitivity in a multilingual learning environment.
- Ability to apply effective language teaching methodologies, including interactive and technology-enhanced approaches.
- Ability to mentor students in developing oral fluency, writing proficiency, and professional communication skills in the target languages.
- Ability to design, adapt, and use instructional resources that promote active and inclusive language learning.
- Ability to support cross-cultural communication, cultural appreciation, and global perspectives through language instruction.
- Ability to collaborate effectively within a diverse academic team and contribute to departmental goals.
- Ability to remain adaptable and innovative in addressing challenges of teaching and learning foreign and regional languages.
- Ability to organize language tutorials, assessments, and related learning activities efficiently.

### PERSON SPECIFICATION:

- An honors Bachelor's Degree in Business Languages, Education (Languages), Arts in Languages, Communication, or a closely related field from a recognized institution.
- The candidate must demonstrate competence in at least one of the following: English for Business, Communication Skills, Kiswahili, Chinese. German or other business-related language courses.
- Strong oral and written communication skills, with the ability to engage students effectively.
- Interest in academic research, language pedagogy, and professional development.

5. Prior teaching, tutorial, or language laboratory experience will be an added advantage.
6. Must be a Ugandan citizen aged 30 years and below, with no record of professional misconduct or disciplinary sanction.

#### **TENURE OF APPOINTMENT:**

A two (2) year contract, renewable subject to satisfactory performance.

#### **APPLICATION PROCEDURE:**

Interested applicants should submit their applications as **one signed hard copy** (in duplicate where required) or as **one consolidated PDF (soft copy)** comprising:

- A formal **application letter** addressed to the Chief, Human Resource.
- A detailed and up-to-date **Curriculum Vitae (CV)**.
- Certified copies of **academic transcripts and certificates**.
- A copy of the applicant's **National Identification Card, birth certificate, or passport biodata page**.
- Names and contact details of **three referees** (one academic, one professional, and one character). Confidential references may be requested at the shortlist stage.

**Sealed applications**, clearly marked "**CONFIDENTIAL** – *Application for the Position of Teaching Assistant*" and bearing the title of the post in the top right-hand corner of the envelope, must be forwarded to reach:

The Chief, Human Resource  
Makerere University Business School (MUBS)  
Plot 21A, Old Portbell Road

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**Sealed applications**, clearly marked "**CONFIDENTIAL** – *Application for the Position of [insert title of post as advertised]*" and bearing the title of the post in the top right-hand corner of the envelope, must be forwarded to reach:

The Chief, Human Resource  
Makerere University Business School (MUBS)  
Plot 21A, Portbell Road  
P.O. Box 1337, Kampala – Uganda

Electronic applications should be submitted as **one PDF document (maximum 10MB)** to: **chief-hr@mubs.ac.ug** with the subject line: *Application for the Position of Teaching Assistant (indicate the language)*.

**Deadline for submission: September 30, 2025, by 5:00 p.m. East African Time (EAT).**

**For more information:**

- Website: [www.mubs.ac.ug](http://www.mubs.ac.ug)
- Email: [hrd@mubs.ac.ug](mailto:hrd@mubs.ac.ug)
- Tel: +256 414 338 131

**MUBS is an Equal Opportunities Employer** and actively encourages applications from women, persons with disabilities, and other underrepresented groups.