



OFFICE OF THE VICE CHANCELOR

EXISTING VACANT POSITIONS IN THE UNIVERSITY MANAGEMENT

The detailed job descriptions and person’s specifications for the job opportunities in Kumi University for which the University seeks to fill with qualified personnel are:

S/N	Position	Person Specifications	Job Description
1	Deputy Vice Chancellor – Academic Affairs	<p>Reports to: Vice Chancellor</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Doctorate of Philosophy in Education. <p>Publishing:</p> <ul style="list-style-type: none"> • Must have made at least three (3) independent publications. • Publication of three (3) peer reviewed articles in internationally recognized journals is an added advantage. <p>Experience:</p> <ul style="list-style-type: none"> • Should have at least five (5) 	<ol style="list-style-type: none"> 1. Be responsible for the administration and organization of all academic matters, including admissions, examinations, research and publications 2. Under take (in collaboration with the Academic Registrar, Faculty Deans and Heads of Department) reviews and accreditation of the academic programmes 3. Serve as Secretary to the University Senate 4. Administer such academic regulations as Senate may from time to time adopt 5. Oversee the quality and content of instruction and research programmes 6. Perform any other functions assigned by the

		teaching experience at University level. <ul style="list-style-type: none"> • Should have served at management level (preferably as Head of Department or Faculty Dean) Age: 40 years and above	Vice Chancellor
2	Quality Assurance Officer	Reports to: Vice Chancellor Qualification: <ul style="list-style-type: none"> • Masters Degree in Education or Masters Degree in Public Administration or Masters Degree in Social Sciences Experience: <ul style="list-style-type: none"> • At least five (5) years experience in a similar position in a busy and diversified organization (preferably a University environment) Age: 35 years and above	<ol style="list-style-type: none"> 1. Conduct institutional, academic and support services audits from time to time 2. Benchmark with other institutions for quality assurance 3. Conduct trainings for staff in line with the NCHE and East African Inter-Universities' Quality Assurance Frameworks 4. Conduct (in close collaboration with the office of the Academic Registrar) tracer studies 5. Carry out guidance and advisory role of all departments in regard to Quality Assurance 6. Under take deliberate efforts to encourage departments to develop good practices 7. Perform any other duties assigned by the

			immediate supervisor
3	Human Resource Manager	<p>Reports to: Deputy Vice Chancellor (F&A)</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Masters of Science in Human Resource Management or Any relevant Masters’ Degree (with Human Resource Management option) <p>Experience:</p> <ul style="list-style-type: none"> • Five (5) years of progressive experience in a same or similar position (preferably in an Educational Institution) <p>Age: 35 years and above</p>	<ol style="list-style-type: none"> 1. Take initiatives and provide guidance and support on matters relating to employees 2. Ensure that the University develops strategies, policies and practices that cater effectively for everything concerning employment and development of people and the relationships that exist between management and the work force 3. Take part in the creation of an environment that enables people to make the best use of their capacities and to realize their potential to the benefit of both the organization and themselves 4. Provide advice and services that will enable the University to get things done through people 5. Act as change agents, delivering University transformation and cultural change 6. Integrate the HRM policies and practices to the strategic direction and change process of the

			<p>University – through training, employee relations, compensation packages among others</p> <ol style="list-style-type: none"> 7. Enable the University to develop the capability to weather the changes that will continue to be part of the University 8. Perform any other duties assigned by the immediate supervisor
4	Procurement and Logistics Officer	<p>Reports to: Deputy Vice Chancellor (F&A)</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Masters Degree in Procurement or Masters Degree in Business Administration (with Procurement Specialization) <p>Experience:</p> <ul style="list-style-type: none"> • At least three (3) years’ experience doing a similar job (preferably in a University environment). 	<p>Main role: To over sees the procurement and disposal process in the University</p> <p>Specific roles:</p> <ol style="list-style-type: none"> 1. To plan procurement and inventory requirements for the University 2. Set up effective sourcing plans to guarantee security of supply 3. To direct tendering procedures 4. Negotiate contracts (in close collaboration with the Contracts Committee) for the University for the University to ensure optimization, transparency, integrity and adherence to the national guidelines and University policies and

		<p>Age: 35 years and above</p>	<p>practices</p> <ol style="list-style-type: none"> 5. To procure and store University properties 6. To approve purchase orders as appropriate and ensure that appropriate documentation is in place and in line with the Institution’s policies 7. To act as a link between the Contracts Committee and Management 8. Act as a Secretary to the Contracts Committee 9. To perform any other duties assigned by the immediate supervisor
5	Internal Auditor	<p>Reports to: Vice Chancellor</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Masters Degree in Business Administration with Auditing as a Specialization • Must have completed one of the professional courses <p>Experience:</p> <ul style="list-style-type: none"> • At least five (5) years’ experience in a similar 	<ol style="list-style-type: none"> 1. Audit revenue collected and transactions under taken to ensure accountability, transparency and value for money 2. Audit procurements and payments made to ensure that the necessary legal procedures and regulations are adhered to 3. Audit all University payment claims and/or requisitions 4. Review and advice on University’s accounting systems to ensure adherence to the internal

		position in a busy organization (preferably a University setting) Age: 35 years and above	controls 5. Monitor the expenditure of the University to ensure that the budgetary provisions and financial regulations are adhered to 6. Perform any other duties assigned by the Vice Chancellor and the University Council from time to time
6	University Bursar	Reports to: Deputy Vice Chancellor (F&A) Qualification: <ul style="list-style-type: none"> • Masters Degree in Business Administration. • Must have completed one of the professional courses Experience: <ul style="list-style-type: none"> • Five (5) years' experience in a similar job (preferably in an Educational institution) Age: 35 years and above	1. Presentation of financial reports to management and/or Council 2. Control of the books of accounts 3. Implementing policies and procedures for improvement 4. Chair meetings in the finance department 5. Take custody of all the accounting records 6. Requisition for all the accounting documents 7. Develop and/or participate in the development of the University's accounting system 8. Supervise the staff in the accounts department 9. Perform any other duty assigned by the immediate supervisor
7	Estates Manager	Reports to: Deputy Vice Chancellor	1. Manage and control operations of the

	<p>(F&A)</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Civil Engineering • Membership with the Uganda Institute of Professional Engineers is an added advantage <p>Experience:</p> <ul style="list-style-type: none"> • Three (3) years’ experience doing a similar job in a busy and diverse organization <p>Age: 28 years and above</p>	<p>numerous properties of the University</p> <ol style="list-style-type: none"> 2. Develop, coordinate and manage University land use to the optimum gain of the University and cost cutting systems 3. Ensure general cleanliness of the University compound and maintenance of the physical infrastructure 4. Take custody of all the University assets (both movable and immovable) 5. Conduct regular condition surveys of the University academic facilities and students accommodation 6. Advise management through the immediate supervisor of appropriate land development strategy 7. Take part in the strategic planning for the University’s growth 8. Supervise on behalf of management any construction works 9. Supervise staff under the estates department 10. Perform any other duties assigned by the
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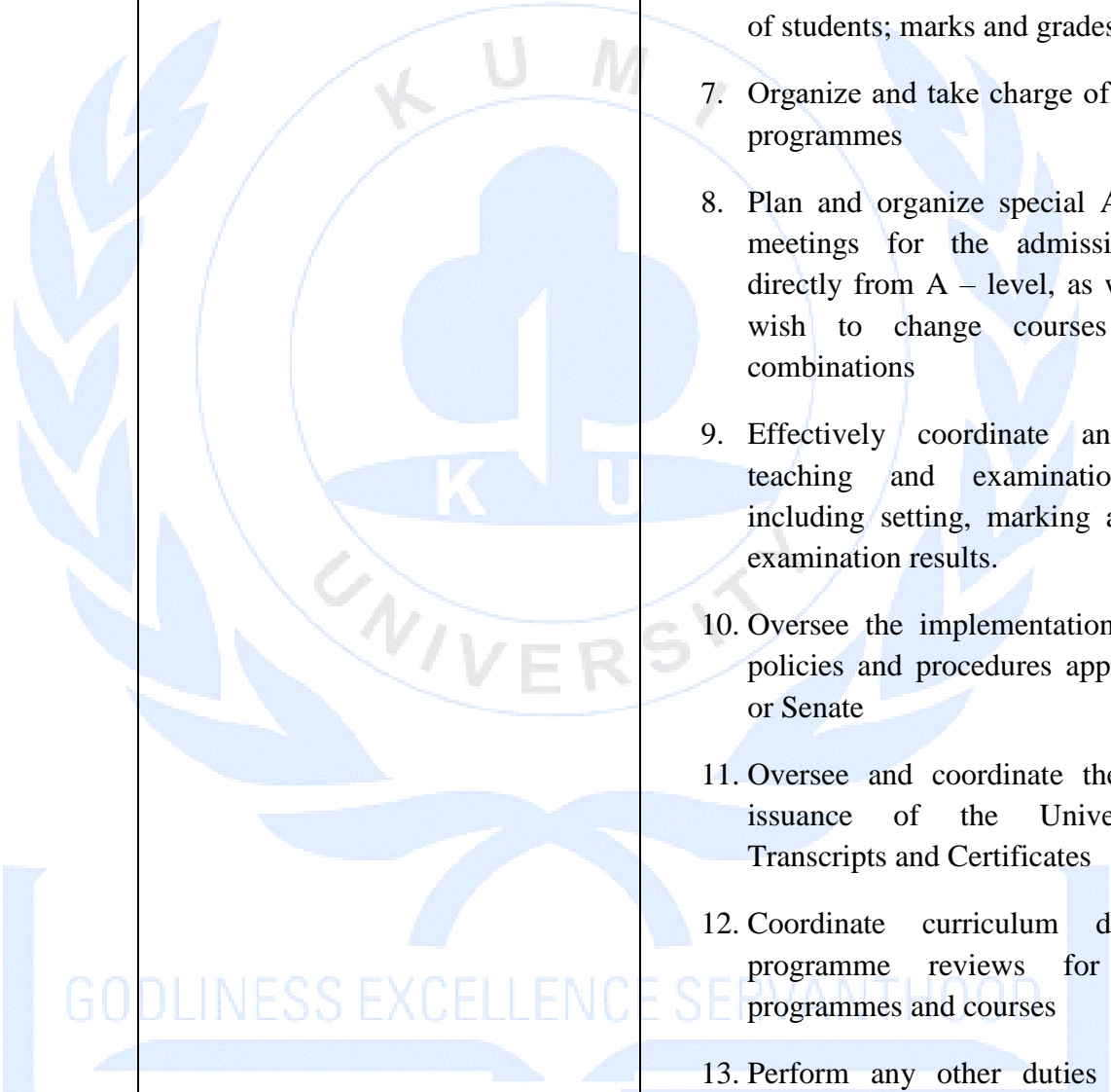
			immediate supervisor
8	University Secretary	<p>Reports to: Vice Chancellor</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Masters Degree in Law or any Management related Masters' Degree from a recognized university. • Professional experience of being an advocate of High Court of Uganda (for the case of a Lawyer) is an added advantage <p>Experience:</p> <ul style="list-style-type: none"> • At least five (5) years experience doing similar job <p>Age: 35 years and above</p>	<ol style="list-style-type: none"> 1. Drafting, managing and reviewing of University policies 2. Negotiating, drafting, managing and reviewing of University agreements and contracts 3. Secretary to the University Council 4. Representing the University (in close collaboration with the University Legal Officer) in courts of law when necessary 5. Liaising and/or following up University matters that are being handled by the University's external lawyer on behalf of the University 6. Ensuring that the procurement policies are followed and complied with 7. Giving advice on all employment related matters 8. Giving technical assistance and direction during disciplinary hearings for both staff and students 9. Ensuring that the University complies with the

			<p>National laws and policies</p> <p>10. Protecting the University (in close consultation with the University Legal Officer) from financial loss resulting from unwarranted litigation</p> <p>11. Performing any other duties assigned by the University Council.</p>
9	University Librarian	<p>Reports to: Deputy Vice Chancellor (AA)</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Masters Degree of Science in Library and Information Science from a recognized University <p>Experience:</p> <ul style="list-style-type: none"> • Three (3) years experience doing a similar job in the University setting <p>Age: 30 years and above</p>	<p>1. Plan for and implement, in liaison with relevant departments of the University, the various projects and programmes</p> <p>2. Liaise with the various Faculty heads on issues regarding the development of the Library</p> <p>3. Keep in constant touch with developments in the world of information to ensure that relevant and up to date information is provided to the University staff and students</p> <p>4. Chair meetings of the Library Committees</p> <p>5. Ensure the creation and maintenance of the Library database to enable the University community to have easy access to University's information resource</p>

			<ol style="list-style-type: none"> 6. Liaise with information providing departments like ICT department to ensure that information is provided to the users in a coordinated manner 7. Supervise library staff, administer performance appraisals and hold regular staff meetings 8. Draw and manage budgets for the Library 9. Continually advice management and recommend means of acquiring relevant and current stock of publications 10. Undertake any other duties assigned by the immediate supervisor
10	Dean of Students	<p>Reports to: Deputy Vice Chancellor (F&A)</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Masters Degree in Educational Administration and Management or in Educational Counseling or any Management related discipline from a recognized 	<ol style="list-style-type: none"> 1. Plan and direct University activities related to student services and campus life 2. Help coordinate admissions (in collaboration with Academic Registrar), health services, financial aid, housing and social programs for students 3. Serve as a point of information for students and responding to students needs 4. Coordinate services specifically for the transfer

		institution Experience: <ul style="list-style-type: none"> • At least five (5) years' experience in managing students affairs in a University setting Age: 40 years and above	of (International) students 5. Supervising various campus programs and services in close collaboration with line departments 6. Handle students discipline related processes and procedures 7. Encourage academic success, monitor and help students who are struggling with their academics 8. Draw and manage budgets for students' social affairs 9. Perform any other duties assigned by the immediate supervisor
11	Clinical Officer	Reports to: In – Charge Finance and Administration Qualification: <ul style="list-style-type: none"> • Diploma in Clinical Medicine • Must be registered with Uganda Allied Health Professionals Association Experience: Two (2) years	1. The overall responsibility of the Clinical Officer is to provide clinical care to the patients in the University Clinic 2. Other duties and responsibilities include: <ul style="list-style-type: none"> • Treats and manages patients. • Participates in plans, directs, budgets, coordinates, monitors and evaluates clinical work.

		Age: 21 years and above	<ul style="list-style-type: none"> • Refers complicated cases. • Conducts health education to patients. • Ensures quality assurance in clinical work. • Participates in research activities. • Ensures that Staff adheres to the relevant Codes of Conduct and Ethics. • Compiles and submits periodic reports. • Performs any other duties as may be assigned from time to time.
12	Academic Registrar	Reports to: Deputy Vice Chancellor (Academic Affairs) Qualification: <ul style="list-style-type: none"> • Masters Degree in Education or any Management related discipline Experience: <ul style="list-style-type: none"> • Five (5) experience doing a similar job in a University environment 	<ol style="list-style-type: none"> 1. Organize external and internal examinations 2. Liaise with examinations bodies with a view of securing national and international recognition of the qualifications obtained at the University 3. Advise students in relation to their courses in the University 4. Under take organization of courses, direction and control of the academic programmes and staff in the various faculties and departments 5. Act as Secretary to the University Senate and its sub – committees

			<ol style="list-style-type: none"> 6. Act as a custodian of the University’s records of students; marks and grades 7. Organize and take charge of the students’ exit programmes 8. Plan and organize special Admissions Board meetings for the admissions of students directly from A – level, as well as those who wish to change courses and/or subject combinations 9. Effectively coordinate and maintain the teaching and examination time tables, including setting, marking and discussion of examination results. 10. Oversee the implementation of all academic policies and procedures approved by Council or Senate 11. Oversee and coordinate the production and issuance of the University Academic Transcripts and Certificates 12. Coordinate curriculum development and programme reviews for all University programmes and courses 13. Perform any other duties assigned by the
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			immediate supervisor
13	Lecturers – Three (3) in total; One (1) in Social Sciences discipline, One (1) in Business Studies, and One (1) in Education.	<p>Report to: Heads of Departments</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Doctorate of Philosophy (PHD) relevant to the said discipline and/or field. <p>Experience:</p> <ul style="list-style-type: none"> • At least two (2) years teaching experience in a University level. <p>Age: 40 years and above</p>	<ol style="list-style-type: none"> 1. Draw up course outlines for the subjects allocated 2. Lecture, set and administer tests, course works and examinations during the course and at the end of the semester 3. Participate in research so as to create new knowledge and expand the existing knowledge of students 4. Supervise students during field work and/or school practice 5. Supervise students' research 6. Mentor junior staff 7. Participate in curriculum and/or programme reviews 8. Perform any other duties assigned by the immediate supervisor

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