

# MAKERERE

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# UNIVERSITY

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## SENIOR MANAGEMENT POSITIONS

Makerere University is Uganda's oldest and premier University. In order to ensure the achievement of her vision of being the leading institution for academic excellence and innovations in Africa, the University seeks to have at the helm a solid Management team comprising highly qualified and skilled persons who subscribe to the University's core values, which are allegiance to the institution, integrity, customer

responsiveness, professionalism, and openness to diversity. Makerere University, therefore, invites applications from suitably qualified candidates for Management positions detailed below. Applications should be accompanied by Curriculum Vitae, Certificates and Transcripts (3 copies each), present salary and names of three Referees plus their postal addresses. Applicants should make sure that at least

two Referees have forwarded references concerning their applications.

Applications should be delivered to the Directorate of Human Resources, Employment Division Office, Room 406, Top Floor, Main Building, Makerere University Main Campus, and addressed to:

**The Secretary,  
Appointments Board,  
Makerere University,  
P.O. Box 7062, Kampala.**

The Closing Date for receipt of applications is  
**15th April, 2016 at 5.00 pm local time.**

### POSITION OF DIRECTOR QUALITY ASSURANCE

#### 1. Reporting:

The Director, Quality Assurance reports to the Vice Chancellor.

#### 2. Duties & Responsibilities:

The Director will provide overall leadership to the Quality Assurance Unit reporting to the Vice Chancellor. The office holder will be responsible for monitoring and evaluating the environment for quality teaching, learning, research and administrative procedures. He/she will establish a quality assurance implementation program. He/she will liaise with the Directorate of Human Resources in monitoring staff performance. The Office holder shall perform the following tasks:

- Ensure the implementation of the University Quality Assurance Policy;
- Formulate a plan to achieve the strategic objectives of the University quality assurance frame work;
- Lead the development and oversee the implementation of the University wide quality assurance initiatives;
- Lead, coordinate and support quality assurance and enhancement of management systems across the University;
- Contribute to the identification, development and promotion of the University's quality assurance protocols and mechanisms;
- Contribute to the formulation of the University's quality assurance policies and practices and their implementation and monitoring across the University;
- Liaise with Donors and Funding Agencies to mobilize financial resources for quality assurance activities;
- Coordinate the process of accreditation of academic programs;
- Provide a framework and tools for assessment of academic staff by students and peers;
- Analyse and monitor academic staff workloads in line with the Policy recommendations;
- Coordinate student assessment of teaching quality and disseminate the results to academic staff, Management and other relevant Stakeholders;
- Ensure standardization of quality assessment procedures in line with quality assurance policy;
- Act as a catalyst for change and improvement in performance of academic staff;
- Provide Secretarial services to the Quality Assurance, Gender & ICT Committee of Council
- Perform any other duties related to quality assurance as may be assigned from time to time by the Vice Chancellor.

#### 3. Required Qualifications

Minimum academic qualifications: PhD degree in any field from a recognized University /Institution. A Postgraduate qualification in education or its equivalent is an added advantage.

#### 4. Essential Requirements

- Planning and organizing competencies. Must be proactive and plan ahead to avoid backlog and high volumes of work to ensure smooth operations of the unit;
- Team work: Must be a team builder and have the capacity to take on heavy workloads at all times;
- Computer skills: Must have basic understanding of major Computer applications/software.

#### 5. Experience:

Applicants should have a minimum of ten (10) years working experience, five of which must be

at Senior Management Level in Higher Education Institutions or Public/Private Sector. The applicant shall demonstrate experience in

#### Key Outputs of the Position

- Quality Assurance Strategic plan for the Directorate initiated, developed, implemented and adequately supervised;
- Quality Assurance protocols and mechanisms identified, developed and promoted;
- University quality assurance policies, reports and practices timely formulated, monitored and implemented;
- University wide quality assurance initiatives developed and implemented;
- Quality assurance and enhancement of management systems across the University coordinated and supported;
- Funds, in collaboration with donors and other funding agencies, mobilized;
- Academic programs coordinated and accredited;
- Assessment of staff teaching quality by students achieved, and results of the assessment disseminated to stakeholders;
- A frame work and tools for assessment of teaching staff by students provided;
- Standardization of quality assessment procedures established and in place.
- Quality assurance Committee meeting minutes accurately recorded, promptly circulated and follow up action taken.
- Academic staff work loads monitored and analysed in line with policy recommendations.

### POST OF DIRECTOR INTERNAL AUDIT

#### 1. Reporting:

The Director Internal Audit reports to Council through the Audit Committee of Council.

**2. Role:** Responsible for the overall internal audit function. She/He gives overall direction to the Directorate, establishes audit planning processes, provides auditing policies and procedures, provides overall leadership to the Internal Audit Directorate, coordinates audit work with external auditors, and establishes an audit quality assurance programme. The Director also provides Secretariat to the Audit Committee of Council.

#### 3. Duties & Responsibilities:

The Director Internal Audit shall be responsible to the Audit Committee of Council for the functional controls of audit activities. In discharging his/her job responsibilities the Director, Internal Auditor shall:

- Develop, implement and provide oversight of internal audit methods and procedures, thus maintain a comprehensive internal audit plan and system of controls to help provide assurance that applicable laws, regulations and University policies and procedures are complied with judiciously;
- Define the scope and boundaries of audits:
  - Examine financial transactions for accuracy and compliance with institutional policies and applicable laws and regulations;
  - Evaluate financial and operational procedures to ensure adequate internal controls are present;
  - Identify, assess and evaluate the University risk areas; make appropriate recommendations for improved internal controls and accounting procedures, and ensure adoption of industry best practices where appropriate;
- Fulfill the objectives of internal audit; thus assist the members of Makerere University Management in the effective discharge of

their responsibilities. She/He will furnish them with analyses, recommendations, counsel and information concerning the activities reviewed.

- Utilize the internal Audit resources to maximize the efficiency and effectiveness of the internal audit activity function;
- Maintain appropriate auditing standards; and
- Perform any other duties related to audit as may be assigned from time to time by the Vice Chancellor and Audit Committee of Council.

#### 4. Required Qualifications:

- Master's degree in Finance and Accounting or Business Administration (Accounting Option);
- Must have CPA or ACCA.
- An Honours Bachelor of Commerce or Bachelor of Business Administration degree with Accounting or BSc. Finance/Accounting Option.

#### 5. Other Essential Requirements

- Member of Institute of Certified Public Accountants of Uganda and/or Institute of Internal Auditors.
- Must be a Certified Internal auditor

**6. Experience:** Applicants should have a minimum of ten (10) years working experience, five of which must be at Senior Management Level from a Reputable Organization.

**7. Tenure of Appointment:** The appointment shall be for a period of five years with effect from the date of assumption of duty.

**8. Age Limit:** Applicants should preferably not exceed 55 years of age at the time of submission of the application.

**9. Remuneration:** The position of the Director Internal Auditor is at the Makerere University M3 Salary Scale.

#### Key Outputs of the Position

- Internal audit methods and procedures developed, implemented and supervised;
- A framework for implementation of institutional policies, regulations, procedures and National Laws provided and compliance monitored;
- Reports on risk areas, evaluations and recommendations on improved internal controls timely provided;
- Internal audit analyses, reports, recommendations, counsel and information timely presented to the University Management;
- Internal Audit quarterly reports timely written and provided.

### POSITION OF DIRECTOR MAKERERE UNIVERSITY INSTITUTE OF SOCIAL RESEARCH (MISR)

**1. Reporting:** The Director, MISR reports to the Principal, College of Humanities and Social Sciences

#### 2. Duties & Responsibilities

- The Director is the overall academic and administrative Supervisor of the Institute, and provide strategic leadership to the Institute;
- Mobilize funding for the Institute (Nationally and Internationally);
- Identify training programs and opportunities for the Institute;
- Act as the Chief Public Relations Officer and spokesperson for the Institute;
- Mentor all staff of MISR to realize their full academic potential and research capabilities;
- Cultivate, promote and maintain institutional networks;
- Secretary to the Institute's Board of Studies.
- Perform any other related duties as may be

assigned by the Principal from time to time.

#### 3. Required Qualifications.

- A PhD Degree
- A minimum of ten years of proven experience in Research work
- Twelve (12) publications, of which eight (8) are in refereed Journals or Books; and two (2) are books
- Proven research leadership.

#### 4. Other Essential Requirements

- Evidence of successful grant proposals
  - Ability to shoulder heavy administrative duties
  - Recognized service to the community
  - Membership to professional organizations
  - International Acclaim
- 5. Experience:** The minimum of ten (10) years, five of which, must have been at senior managerial or leadership position in an academic institution.

#### 6. Areas of Specialization

Candidate may fall in any discipline within the University or within MISR's current areas of research;

- Governance and Civil Society
- Health
- Education
- Environment and Natural Resources
- Urbanization, Resettlement and Migration
- Agriculture and Rural Development
- Micro and Macro Economics

**6. Tenure of Appointment:** The appointment shall be for a period of five years with effect from the date of assumption of duty.

**7. Age Limit:** Applicants should preferably not exceed 55 years of age at the time of submission of the application.

**8. Remuneration:** The position of the Director Makerere University Institute of Social Research is at the Makerere University M3 Salary Scale.

#### 9. Key Outputs of the Position

- National and international funding for the Institute, mobilized.
- Training programmes and opportunities for the Institute regularly identified, monitored and managed.
- News bulletins, flyers, brochures, news articles and engagement with the press appropriately done.
- All Institute staff trained, coached, mentored and encouraged to realize their full potential.
- All Minutes of the Institute's Board of Studies accurately written and timely presented.
- Bi-annual progress reports on the Institute clearly written and presented.

### POSITION OF DIRECTOR MAKERERE UNIVERSITY JINJA CAMPUS

**1. Reports to:** Deputy Vice Chancellor Academic Affairs (on academic affairs) and Deputy Vice Chancellor (F&A) on administrative issues.

#### 2. DUTIES AND RESPONSIBILITIES:

- Organize and develop the Campus with particular emphasis on the coordination and management of the academic programmes, student affairs and research;
- Provide academic leadership and guidance to staff and students
- Responsible for the general conduct of examinations at the Campus;
- Coordinate and manage the process of planning and evolution of annual estimates for the Campus including planning for intake figures and establishments for the various

programmes at the Campus;

- Solicit funds for Research and general development of the Campus;
- Chair, Branch Campus academic & Administrative Board Campus Appointments/ Promotions Advisory Committees;
- Maintain and be accountable for an up-to-date inventory of all Campus equipment and assets movable and immovable;
- Prepare Campus Annual Leave Roster;
- Submit annual Appraisal Reports on members of staff of the Campus;
- Oversee the organization and maintenance of records of past and present students and staff of the Campus;
- Participate in the recruitment, selection, promotion and disciplining of Campus staff in accordance with the established procedures of the University;
- Generally assist in the operations of the Campus and the University by serving on Committees and perform such other related duties as may be assigned by the Deputy Vice Chancellor (AA) and (F&A).

#### 3. Required Qualifications.

- A PhD degree
- Ten years' experience in a leadership position in a tertiary institution.

#### 4. Other Essential Requirements

- Evidence of successful grant proposals
- Ability to shoulder heavy administrative duties
- Recognized service to the community
- Membership to professional organizations

**5. Tenure of Appointment:** The appointment shall be for a period of four years with effect from the date of assumption of duty.

**6. Age Limit:** Applicants should preferably not exceed 55 years of age at the time of submission of the application.

**7. Remuneration:** The position of the Director Makerere University Jinja Campus is at the Makerere University M3 salary scale.

#### Key Outputs of the Position

- Coordination and management of the academic programmes, student affairs and research organized and developed.
- Academic leadership and guidance to staff and students provided.
- Planning and evolution of annual estimates coordinated and managed.
- Funds for Research and general development of the external Campuses solicited.
- The external campuses work plans, budgets and accountabilities timely presented
- Annual work plans, budgets and accountability for disbursed resources timely provided.
- Campus Annual Leave Roster prepared.
- Annual Appraisal Reports on members of staff of the Campuses submitted.

**N.B.** For purposes of these positions, the phrase, 'Senior Managerial Position refers to the Third Layer of the decision making process in a reputable Organization from the top in the Management Structure.

**P.P: Mary K. Tizikara (Mrs.)  
SECRETARY TO THE APPOINTMENTS BOARD**