



Nkumba University

CHARTERED SINCE 2006 BY THE GOVERNMENT OF UGANDA

OFFICE OF THE UNIVERSITY SECRETARY

The mission of the University is to provide an environment that enables the cultivation of Competence, Confidence, Creativity, and Character, in the academic, professional and social interactions.

Nkumba University is a private chartered University (Legal Notice No. 3 of 2007). The mission of Nkumba University is to provide an environment that enables the Cultivation of Competence, Creativity and Character in the academic, professional and social interactions. The University is strengthening its management and administrative systems to enhance both policy initiation and implementation through recruitment of highly qualified and committed individuals. Nkumba University is seeking to recruit a qualified, experienced and dynamic person to fill the Senior position of University Internal Auditor.

- | | | |
|----------------------------|---|-----------------------------------|
| 1) Position | : | Academic Registrar |
| 2) Reports to | : | Vice Chancellor |
| 3) Salary Scale | : | NU 3 |
| 4) Age range | : | At least 35 years |
| 5) Terms of service | : | Five Years Contract renewable |
| 6) Duty station | : | Nkumba University, <u>Entebbe</u> |

7) Key duties and responsibilities

The Academic Registrar is a senior member of the Vice Chancellor's Advisory Team. He/she is the technical officer on academic programmes including matters of quality assurance and student service delivery. The Academic Registrar ensures that:

- a) Senate and its Committees meet and their respective records are kept in form of Minutes, reports and other relevant documents and Senate resolutions implemented.
- b) Proper Publicity of University programmes and management of the application and admission process to all University programmes.
- c) Proper coordination of the administration of Examinations both at the University and in affiliated Institutions.
- d) There is both timely and professional marking and processing of examination results and transmission of results to students.
- e) External examiners for taught undergraduate programmes are identified, appointed and facilitated to carry out their work at the highest standard possible.
- f) There is effective coordination of linkages with other Institutions.
- g) The University complies with both Internal and External academic/professional regulations and statutory requirements that relate to academic work.

- h) There is professional coordination of the vetting of publications of Academic staff vying for promotion.
- i) The Vice Chancellor is well informed about academic matters.

8) Education Qualifications and Skills

a) Academic Qualifications

The applicant should possess the minimum of a PhD

b) Skills

The applicant should exhibit strengths in the following areas:

- i. Leadership especially in the academic and administrative environment
- ii. Competitive Planning and organizational skills
- iii. Verbal and written Communication skills
- iv. Interpersonal skills
- v. Conflict management skills
- vi. Statistics knowledge and analysis skills
- vii. Financial knowledge and management skills
- viii. Monitoring and evaluation skills
- ix. Record keeping and report writing skills

9) Experience

Should possess a minimum experience of at least five years in a Senior Administrative and Managerial position preferably in a University or similar Institution. Having teaching experience at a University level is an added advantage.

10) How to Apply

- a) Interested persons should address and submit applications to:

Profiles International Uganda
Plot 26B, Tufnell Drive, Kamwokya
P.O. Box 3024 Kampala (Tel: +256 751 953 303 – Mr. Jude Musoke)

- b) Attach to the application, 8 copies of the following:

- i. Duly filled application form which can be accessed from www.nkumbauniversity.ac.ug
- ii. Detailed curriculum vitae.
- iii. Copies of certified copies of certificates and transcripts
- iv. Three sealed letters of reference.

- c) Deadline for applications: 16th November 2017 at 5.00pm.