

MAKERERE

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UNIVERSITY

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THE OFFICE OF THE ACADEMIC REGISTRAR

ADVERTISEMENT FOR THE POSITION OF THE SECOND DEPUTY VICE-CHANCELLOR

Makerere University is governed by the Universities and Other Tertiary Institutions Act, 2001 (as amended). The University is seeking applications from suitably qualified applicants for the position of Second Deputy Vice-Chancellor.

1. POSITION: SECOND DEPUTY VICE-CHANCELLOR

2. SALARY SCALE: M2

3: DUTY STATION: MAKERERE UNIVERSITY

4. ROLE

The Second Deputy Vice-Chancellor will report to the Vice-Chancellor and shall:

- a) Assist the Vice Chancellor in performance of his or her functions and in that regard shall oversee the finances and administration of the University;
- b) Be responsible for the Planning and Development of the University and ,
- c) Perform such other functions that may be delegated to him or her by the Vice Chancellor or assigned by the University Council.

5. PURPOSE OF THE JOB

To provide strategic leadership and ensure efficient and sound financial, human and fiscal resources management in the University.

6. DUTIES AND RESPONSIBILITIES

- a) Provide leadership in preparation and implementation of the University's recurrent and capital budgets.
- b) Monitor the development and implementation of the University's accounting procedures, manuals and other documents relating to financial control and Management as per approved financial regulations.
- c) Oversee income and expenditure of all income generating units of the University.
- d) Coordinate the production of the University-wide Financial Reports by Colleges and Units.
- e) Management of human resources in the University.
- f) Oversee the management of University Estates and Assets.

7. PERSON SPECIFICATIONS

Qualifications

He/She should:

- a) Hold an earned PhD Degree or other academic doctorate from a reputable academic institution;
- b) Be at least at the rank of Associate Professor from a reputable academic institution;
- c) Be within the age range of 40 to 65 years at the time of application; and,
- d) Be a Ugandan Citizen.

Experience

- a) Must have excellent record of administration, teaching, research and service to Universities of not less than twelve (12) years, five (5) of which must have been at least at the level of a Dean or equivalent from a reputable University.
- b) Evidence of management and mobilization of funds in a reputable organization;
- c) A good track record of financial management and administration;
- d) Evidence of experience in planning and development; and,
- e) Must demonstrate knowledge of legal frameworks for management of Higher education in Uganda.

Competencies

- a) High level of maturity;
- b) Leadership and supervisory skills ;
- c) Ability to build, lead and work with teams ;
- d) quick judgment and decision making;
- e) Ability to provide strategic leadership;
- f) Excellent public relations and negotiations skills and,
- g) High level of integrity and concern with equity.

8. REMUNERATION

An attractive remuneration package that is in accordance with Makerere University terms and conditions of service.

9. TENURE

The Second Deputy Vice Chancellor shall hold office for a period of five years and shall be eligible for one more term subject to satisfactory performance.

10. METHOD OF APPLICATION

Interested applicants are invited to submit their application letters together with the following:

- a) Curriculum Vitae with contact details signed and dated by the applicant;



- b) A motivation letter, not exceeding 1,000 words about the applicant's vision for a competitive university in the 21st century.
- c) Certified copies of academic transcripts and certificates.
- d) A copy of National Identity Card.
- e) Names and addresses of three (3) referees with their contacts.
- f) The referees should be advised to send confidential reference letters, addressed to the Chairperson Search Committee for the Position of Second Deputy Vice Chancellor and delivered directly to the address below by **5:00 pm on 11th March 2024**.
- g) The references should cover the following areas: the applicant's academic credential, experience, leadership, managerial and administrative skills and personal integrity.

Both Hardcopy and Electronic (Email) applications shall be accepted.

- (a) Hardcopy applications: Both confidential letters and sealed applications marked "**CONFIDENTIAL: POSITION OF SECOND DEPUTY VICE CHANCELLOR**" should be addressed to:

**SECRETARY SEARCH COMMITTEE
THE ACADEMIC REGISTRAR
MAKERERE UNIVERSITY
6TH Floor, ROOM 602, SENATE BUILDING
P.O.BOX 7062, KAMPALA, UGANDA**

- (b) Electronic media (e-mail) applications should have all the above documents scanned and emailed to search.dvc@mak.ac.ug by 5.00 pm East African Standard Time on **11th March 2024**.

Please note that:

- (a) Incomplete applications or applications received after the closing time will not be considered.
- (b) Only shortlisted applicants shall be contacted.

For more Information and inquiries: Visit our website www.mak.ac.ug OR email us on search.dvc@mak.ac.ug OR Call Telephone number: +256-414-532634 during working hours (between 8:00 am to 5:00 pm Monday to Friday).

MAKERERE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER



Prof. Buyinza Mukadasi (PhD)
ACADEMIC REGISTRAR