



**RE-ADVERTISEMENT FOR THE POSITION OF THE  
FIRST DEPUTY VICE-CHANCELLOR**

Makerere University is governed by the Universities and Other Tertiary Institutions Act, Cap 262. The University is seeking applications from suitably qualified applicants for the position of First Deputy Vice-Chancellor. The First Deputy Vice Chancellor must possess a strong background in academic leadership, teaching, research, and strategic institutional management.

**1. POSITION: FIRST DEPUTY VICE-CHANCELLOR**

**2. SALARY SCALE: PU2**

**3. DUTY STATION: MAKERERE UNIVERSITY**

**4. ROLE**

The First 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 be responsible for the Academic affairs of the University;
- b) In the absence of the Vice-Chancellor, perform the functions of the Vice-Chancellor 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 leadership and Coordination of academic and academic research matters to ensure effective and efficient implementation of policies, teaching and research programmes.

**6. DUTIES AND RESPONSIBILITIES**

- a) Initiate, obtain approval of policies, plans and programmes that will enhance the academic and professional excellence of the University.
- b) Initiate, coordinate curriculum development and review for all courses offered at the University.
- c) Ensure that all examinations are set and marked in accordance with established Regulations.

- d) Coordinate the appointment of external examiners.
- e) Oversee the selection and admission of qualified students.
- f) Oversee the development of research programmes by liaising with Principals of Colleges/Deans of Schools and submit them to Senate and Council for approval.

## **7. CANDIDATE SPECIFICATION**

- a) Hold a PhD or any other academic doctorate.
- b) Be at the rank of associate or full professor level in an institution whose academic ranking is comparable with that of Makerere University as accepted by Senate.
- c) Be a Ugandan citizen within the age bracket of 40 to 65 years at the time of application.

### **7.1 Academic Qualifications**

- a) Earned a Ph.D. or equivalent doctorate in a relevant discipline.
- b) Minimum 5 years of progressive academic experience, including teaching, research, and academic administration at the level of dean of a school or higher.
- c) At least 20 peer-reviewed publications in reputable journals indexed in Scopus, Web of Science, or equivalent databases.
- d) Supervised at least ten (10) postgraduate students (Masters and PhD) to completion and graduation; at least three of these students must have been at the level of PhD.

### **7.2 Strategic Planning & Governance**

- a) Evidence of having served or participated in university-level strategic planning processes including, membership to strategic planning committees and contribution to policy development and institutional growth.
- b) At least five years of demonstrated experience in academic programme accreditation processes contributing to the securing approvals from the relevant national or international regulatory bodies.
- c) Demonstrated evidence in leading at least one (1) higher education ICT integration initiative, improving online learning, digital governance, or student information systems or the development of at least one online course curriculum.

### **7.3 Leadership & Administrative Experience**

- a) A minimum of 5 years of senior academic leadership in a recognised institution comparable to that of Makerere University, as accepted by the Senate, at the level of Dean of a School or higher.
- b) Participated in the development and implementation of at least two (2) academic policies improving quality assurance, curriculum development, or institutional governance.
- c) Demonstrated ability to lead a school or college, ensuring optimal performance and professional development of members.

- d) Proven track record of mentoring at least 10 faculty members toward career progression and research output, including co-teaching, publication, and capacity development in areas of teaching and training, grants, research and innovations.
- e) Participated in at least three (3) university committees or initiatives on academic policy development, research and publications, or student affairs.
- f) Participation in mediation of at least five (5) student or faculty grievances, ensuring fair and transparent resolutions.

#### **7.4 Teaching, Learning & Curriculum Development**

- a) Led or contributed to the development of at least five (5) accredited academic programmes or curricula at undergraduate and postgraduate level.
- b) Participated in the Designing and conducting at least 10 faculty development workshops focused on pedagogy, research methodologies, or curriculum advancement.

#### **7.5 Research & Innovation**

- a) Secured at least \$200,000 in competitive research grants from national or international funding agencies.
- b) Established or managed at least one (1) research centre, or college wide research programme or industry-academic partnerships.
- c) Published a minimum of five (5) books, or 5 book chapters, or patents (separate from the papers in peer reviewed journals), contributing to knowledge production in the discipline.
- d) Organized at least three (3) international or national research conferences, fostering collaboration and knowledge exchange.

#### **7.6 Financial & Resource Management**

- a) Successfully managed academic budgets exceeding UGX 500,000,000= in a leadership role.
- b) Led at least two (2) faculty resource mobilisation initiatives, increasing funding for research, scholarships, or infrastructure.
- c) Secured at least one (1) international academic partnership to enhance funding, student exchange, or faculty development.
- d) Developed and executed at least three (3) cost-cutting strategies, optimising institutional resources without compromising academic quality.

#### **7.7 Stakeholder Engagement & Collaboration**

- a) Built at least five (5) partnerships with government agencies, private sector stakeholders, or international academic institutions.
- b) Successfully led at least two (2) community engagement or outreach programmes, strengthening university-industry relations.
- c) Served on or contributed to at least three (3) University, national, or international education policy boards, shaping higher education discourse.

## 7.8 Personal Attributes

- a) Proven record of upholding institutional integrity, with no record of financial mismanagement or ethical violations.
- b) Demonstrated decision-making and problem-solving skills, having led at least five (5) crisis resolution initiatives.
- c) Recognized for academic leadership excellence, receiving at least one (1) award or recognition for contributions to higher education.

## 8. REMUNERATION

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

## 9. TENURE

The First Deputy Vice Chancellor shall hold office for a period of five years and shall be eligible for re- appointment for one more term.

## 10. METHOD OF APPLICATION

Interested applicants are invited to submit their application letters. The following documents shall comprise a complete application:

- a) A signed letter of application;
- b) A vision statement;
- c) Curriculum Vitae with contact details signed and dated by the applicant;
- d) Copies of required minimum number of publications;
- e) Certified copies of academic transcripts and certificates.
- f) Three (3) letters of recommendation;
- g) Copies of letters of appointment to leadership positions at the level of Dean of a School in a national accredited university or other academic institution;
- h) A copy of the applicant's National Identity Card or passport;
- i) A copy of the last clearance from the Inspector General of Government or other equivalent national body.
- j) Referees should be advised to send confidential reference letters, addressed to the Chairperson Search Committee for the Position of First Deputy Vice Chancellor and delivered directly to the address below by **5:00 pm on Monday 14<sup>th</sup> April, 2025.**
- k) 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 FIRST DEPUTY VICE CHANCELLOR” should be addressed to:

**SECRETARY SEARCH COMMITTEE  
THE ACADEMIC REGISTRAR  
MAKERERE UNIVERSITY  
6<sup>TH</sup> 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.dvcaa@mak.ac.ug](mailto:search.dvcaa@mak.ac.ug) by 5.00 pm East African Standard Time on **Monday 14<sup>th</sup> April, 2025**.


**Please note that:**

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

For more Information and inquiries: Visit our website <https://mak.ac.ug/search-for-dvcs> OR email us on [search.dvcaa@mak.ac.ug](mailto:search.dvcaa@mak.ac.ug) OR Call Telephone number: +256-414-532634 during working hours (between 8:00 am to 5:00 pm Monday to Friday).

**INTERESTED CANDIDATES WHOSE APPLICATIONS ARE ALREADY SUBMITTED DO NOT NEED TO RE-APPLY DURING THIS EXTENDED PERIOD.**

**MAKERERE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**



Prof. Mukadasi Buyinza  
**ACADEMIC REGISTRAR**