

MAKERERE

P.O. Box 7062 Kampala, Uganda

Email: unisec@mak.ac.ug

Website: www.mak.ac.ug



UNIVERSITY

Tel: +256-414-540436

Gen Line: +256-414-532631/4

Fax: +256-414-541068

OFFICE OF THE UNIVERSITY SECRETARY

JOB ADVERTISEMENT FOR POSITIONS OF PRINCIPAL AND DEPUTY PRINCIPAL AT MAKERERE UNIVERSITY

Makerere University, Uganda's premier institution of higher learning and one of Africa's leading research universities, invites applications from suitably qualified and distinguished individuals for the positions of Principal and Deputy Principal in the Colleges listed below. The University seeks visionary leaders with demonstrated academic excellence, strategic leadership, and a commitment to institutional transformation. This advertisement is for the positions of:

1. Principal and Deputy Principal, College of Agricultural and Environmental Sciences,
2. Principal and Deputy Principal, College of Computing and Information Sciences
3. Principal and Deputy Principal, College of Education and External Studies
4. Principal and Deputy Principal, College of Natural Sciences
5. Principal and Deputy Principal, College of Veterinary Medicine, Animal Resources and Biosecurity
6. Deputy Principal of the College of Humanities and Social Sciences.

1. POST: PRINCIPAL – 5 POSITIONS -

The Principal is the Chief Academic, Administrative, and Financial Officer of a College and is responsible for providing strategic leadership in accordance with the Universities and Other Tertiary Institutions Act Cap 262, and the Universities and Other Tertiary Institutions Act (Management of Colleges and Other Academic Units of Makerere University Statute)and .

Purpose of the job

To provide strategic leadership for the academic, administrative, financial, and research functions of the College.

Functions of a Principal

1. Be the Chief Administrative, Academic, and Financial Officer of the College

2. Promote excellence in teaching, learning, research, innovation, and community engagement
3. Ensure efficient utilization of resources and accountability.
4. Implement University policies and ensure compliance with applicable laws and regulations; and
5. Perform any other functions prescribed by the University Council.

Eligibility

1. Candidate Specification:

- a) Possess a PhD or any other academic doctorate from a lawfully recognised institution.
- b) Be at the rank of Associate or full Professor from a university whose academic status is recognized by the Senate of Makerere University as comparable to that of Makerere University.
- c) Minimum 5 years of senior academic leadership in a recognised institution comparable to that of Makerere University, as accepted by the Senate.
- d) Be a Ugandan citizen.
- e) Applicants at the rank of Associate Professor should not be above 61 years of age at the time of application. Applicants at the rank of Professor should not be above 66 years at the time of application.

2. Experience

- a) At least five years of financial or administrative leadership experience at the level of school dean or higher in a recognised institution comparable to that of Makerere University, as accepted by the Senate.
- b) Proven record in developing and executing strategic plans, aligning financial and administrative objectives to institutional goals
- c) Demonstrated experience in managing budgets exceeding Ugx 500,000,000 (Five Hundred Million) while ensuring transparency, financial sustainability and accountability.
- d) Demonstrated track record in mobilising resources, securing competitive grants, and forging strategic partnerships that promote academic excellence, research and innovation, and the long-term growth and sustainability of the institution.
- e) Experience in handling procurement and asset management, ensuring transparency and value for money.
- f) Experience in leading workforce planning, recruitment, and talent development strategies, ensuring a high-performance institutional culture.
- g) Experience in integrating ICT solutions in academic, financial and administrative operations, improving service delivery and efficiency.

- h) Demonstrated commitment to student development and success through student mentorship, academic guidance, and the promotion of an inclusive and supportive environment that safeguards student welfare and effectively addresses student concerns and grievances.
- i) Experience in building partnerships with government agencies, donors, private sector investors, and international organisations to enhance institutional funding.

3. Personal Attributes

- a) High level of integrity, transparency, and ethical leadership, with a record of financial prudence.
- b) Strong analytical, problem-solving, and decision-making skills, backed by evidence of successfully managing complex financial and administrative challenges.
- c) Excellent communication, negotiation, and interpersonal skills, ensuring effective stakeholder engagement.
- d) A visionary leader with the ability to drive academic excellence, financial sustainability, administrative efficiency, and institutional growth.

Term of office of a Principal

The appointment shall be for a term of four (4) years. It shall be eligible for renewal for one further term, in accordance with the applicable laws, policies, and procedures of Makerere University.

Salary: Scale PU3

2. POST: DEPUTY PRINCIPAL – 6 POSITIONS

A Deputy Principal is a Deputy Head of a College, as established by law. Purpose of the job

The Deputy Principal deputises the Principal of a College and performs such other duties as may be assigned by the Principal in accordance with the laid down procedures of Makerere University.

Eligibility

1. Candidate Specification:

- a) Possess a PhD or any other academic doctorate from a lawfully recognized Institution.



- b) Be at the rank of Senior Lecturer and above in an institution whose academic ranking is comparable to that of Makerere University, as accepted by the Senate.
- c) Applicants at the rank of Associate Professor should not be above 61 years of age at the time of application. Applicants at the rank of Professor should not be above 66 years at the time of application.
- d) At least five years of academic and administrative leadership experience at the level of head of department or higher, in a higher education institution.
- e) Supervised at least five (5) postgraduate students (Master's and PhD) to completion. At least one of the students must be at the PhD level.

2. Experience

- a) At least 5 years of senior academic leadership at the level of Head of Department in a recognised institution comparable to that of Makerere University, as accepted by the Senate.
- b) Demonstrated experience in managing budgets exceeding Ugx 100,000,000, ensuring financial sustainability and accountability.
- c) Proven ability to mobilise resources, secure grants, and attract external funding to support institutional growth.
- d) Experience in handling procurement and asset management, ensuring transparency and value for money.
- e) Experience in leading workforce planning, recruitment, and talent development strategies, ensuring a high-performance institutional culture.
- f) Track record of mobilising resources for research and other academic activities.
- g) Evidence of capacity to network locally and globally.
- h) Experience in integrating ICT solutions in academic, financial and administrative operations, improving service delivery and efficiency.
- i) Experience in students' mentorship and managing student grievances.
- j) Experience in building partnerships with government agencies, donors, private sector investors, and international organisations to enhance institutional funding

3. Personal Attributes

- a) High level of integrity, transparency, and ethical leadership, with a record of financial prudence.
- b) Strong analytical, problem-solving, and decision-making skills, backed by evidence of successfully managing complex academic challenges.
- c) Excellent communication, negotiation, and interpersonal skills, ensuring effective stakeholder engagement.
- d) A visionary leader with the ability to drive academic excellence, financial sustainability, administrative efficiency, and institutional growth.

Term of office

The appointment shall be for a term of four (4) years it shall be eligible for renewal for one further term, in accordance with the applicable laws, policies, and procedures of Makerere University.

Salary Scale: PU4

Mode of application

Interested individuals should submit the following documents sealed in an envelope addressed to the University Secretary;

- i) A signed letter of application;
- ii) Certified copies of academic certificates and transcripts;
- iii) The curriculum vitae of the candidate
- iv) Copies of the required minimum number of publications;
- v) Three (3) letters of recommendation;
- vi) Copies of letters of appointment to leadership positions at the level of Dean, Head of Department or Director of a school in a nationally accredited university or other nationally accredited academic institution;
- vii) Copy of the applicant's national ID or passport;
- viii) Copy of the last letter of clearance from the Inspector of Government or other equivalent national body.

The deadline for applications is **30th June 2026 at 5:00 p.m East African time.**

Applications should be hand-delivered to:

The University Secretary

Makerere University

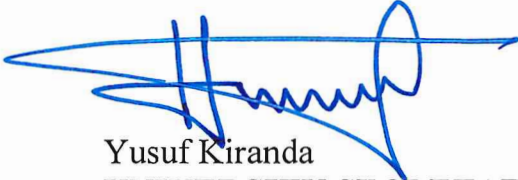
Main Administration Building,

Level 2, University Secretary's Office

Or via email at search.principal@mak.ac.ug

Makerere University is an equal opportunity employer and encourages applications from suitably qualified individuals regardless of gender, disability, or other legally protected status. The University is committed to promoting diversity, inclusion, and excellence in all its activities.

Dated: 17th June 2026



Yusuf Kiranda

UNIVERSITY SECRETARY & SECRETARY TO COUNCIL