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 set), giving full details of applicants’ academic qualifications, work experience, 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 Wednesday 5th August, 2015 at 5.00 pm local time.
POSITION OF ACADEMIC REGISTRAR

1. **Reporting:** The Academic Registrar reports to the Vice Chancellor.

2. **Role:** The Academic Registrar shall assist the Deputy Vice Chancellor (Academic Affairs) in the administration and organization of all academic matters including Administration, Undergraduate studies, Postgraduate studies, Examinations, Research and Publications.

3. **Duties and Responsibilities:**
   
   i. Shall provide Leadership and overall Management of the Academic Registrar’s Department
   
   ii. Shall coordinate all Academic matters, Admissions, Registration of Undergraduate and Graduate Students
   
   iii. Shall oversee the maintenance and development of the student records system. This involves overseeing the implementation and development of technical and operational systems for managing student enrolment, matriculation, registration, assessment, progress and graduation
   
   iv. Shall ensure provision of relevant, accurate and detailed student data, to support a wide variety of academic and administrative processes, including monitoring procedures, internal and external reporting requirements
   
   v. Shall be responsible for coordination and management of all University Examination Processes, Research, Graduate Studies, Regulations, Syllabi and Staff Development
   
   vi. Shall be Secretary to the Senate and its Committees
   
   vii. Shall be responsible for production of Academic Transcripts and Certificates
   
   viii. Shall ensure proper management of academic programmes
   
   ix. Shall ensure that Academic Ceremonies such as Graduation are successfully organized
   
   x. Shall be in charge of Financial Management of the Academic Registrar’s Department
   
   xi. Shall be responsible for the timely handling of election of Deans / Directors / Heads of Academic Departments
   
   xii. Shall be responsible for collaborative linkages with institutions and organizations whose mandate relates to University Education
xiii. Shall be Secretary to the University Convocation (Association of Staff and the University Alumni)
xiv. Any other related duties that may be assigned by the Vice Chancellor and/or Deputy Vice-Chancellor as and when deemed necessary

4. **Required Qualifications:**

Applicants should be citizens of Uganda, holding a Honours Bachelor Degree from a recognized Institution and a Master Degree or an equivalent professional qualification from a recognized Institution of higher learning. Possession of a Master Degree in Educational Management/Administration will be an added advantage.

5. **Experience:**

Applicants should have a minimum of ten (10) years working experience, five (5) of which must be at Senior Management Level from a Reputable Organisation.

6. **Other Essential Qualities:**

   i. Must be industrious and self driven;
   ii. Must be ready to work under stress for long hours;
   iii. Must have a track record of high integrity;
   iv. Must be computer literate.

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 application.

9. **Remuneration:**

The position of Academic Registrar is at the Makerere University M3 salary scale.
SECRETARY TO THE APPOINTMENTS BOARD

N.B. For purposes of these positions, the phrase, ‘Senior Managerial Position’, has been defined by the Appointments Board to refer to the Third Layer of the decision making process in a recognized Organization from the top in the Management Structure