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 UNIVERSITY SECRETARY

1. Reporting:

The University Secretary reports to the Vice Chancellor.

2. Role:

The University Secretary shall be responsible for the general administration of the University, including custody of the Seal and Administration of its Assets.

3. Duties and Responsibilities:

i. Shall be the Secretary to the University Council
ii. Shall be the Accounting Officer of the University
iii. As per requirements of the Public Finance Management Act 2015, the Accounting Officer:

a. Shall control and be personally accountable to Parliament of the Republic of Uganda for the regularity and propriety of the expenditure of money applied by an expenditure vote, or any other provision and for all resources received, held or disposed of, by, or on account of the University
b. Shall ensure that adequate control is exercised over incurring of commitments
c. Shall ensure that effective systems of internal control and internal audit are in place in respect of all transactions and resources under his, or her control
d. The Accounting Officer may, and shall, if so required by any regulations, instructions or directives issued under the Public Finance and Accountability Act, state in writing the extent to which the powers conferred and duties imposed on him or her, may be exercised or performed on his or her behalf by any Public Officer under his, or her control and shall give such directives as may be necessary to ensure the proper exercise or performance of those powers and duties
e. Shall be responsible for submission of quarterly reports to the Minister of Education, Sports, Science and Technology as required by law
iv. The University Secretary shall assist the Deputy Vice-Chancellor (Finance and Administration) in the Finance and Administration functions of the University.

v. Shall ensure that all Committees of Council are adequately resourced and serviced

vi. Shall be responsible for production and maintenance of an Almanac for Council and Council committees

vii. Shall be responsible for sending out notices of Council meetings and timely production and follow up of Council minutes

viii. Shall ensure timely, efficient and accurate communication of Council decisions to Stakeholders

ix. Shall be responsible for all legal matters of the University

x. Shall be responsible for all procurement matters of the University

xi. Shall recommend to Council persons for appointment to the Contracts Committee and Sub-contracts Committees

xii. Shall be responsible for the maintenance and regular up-date of the University’s Asset Register, including all her lands

xiii. Shall be responsible for Coordination of the Financial Reporting, Planning and Budget processes of the University

xiv. Any other related duties that may be assigned by the Vice Chancellor as and when deemed necessary

4. Required Qualifications:

Applicants should be citizens of Uganda, holding an Honours Bachelor Degree and a Master Degree in Management or a Management, related field from a recognized Institution.
Possession of Professional qualifications in any of the following shall be an added advantage:

i. Accounting

ii. Administrative Law

iii. Procurement and/or,

iv. Membership of the Institute of Chartered Secretaries and Administrators (ICSA)

5. Other Essential Qualities:

i. Must be industrious and self driven

ii. Must be ready to work for long hours
iii. Must have a track record of high integrity
iv. Must be computer literate; and
v. Must have excellent communication skills

6. Experience:

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

7. Tenure of Appointment:

The appointment shall be for a period of five (5) 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 applications.

9. Remuneration:

The position of University Secretary 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