

KYAMBOGO UNIVERSITY

P.O. BOX 1 KYAMBOGO

Tel: 0414286452 Fax: 041-220464, 222643

Email: dhkyu@kyambogo.ac.ug, www.kyambogo.ac.ug

DIRECTORATE OF HUMAN RESOURCES

POSITION OF DEPUTY VICE CHANCELLOR (FINANCE AND ADMINISTRATION)

Kyambogo University is a public university in Uganda, established in 2001 following a merger of the former Institute of Teacher Education Kyambogo (ITEK), Uganda Polytechnic Kyambogo (UPK) and Uganda National Institute of Special Education (UNISE). The main campus of the University is located on Kyambogo Hill in Kampala City.

Kyambogo University is a unique institution which has adopted an integrated approach to education focusing on vocationalising education at all levels. The University has embraced the fields of Science and Technology, Humanities, Business Management and Entrepreneurship, Education and Teacher Development as well as Special Needs Education.

The mission of Kyambogo University is “To advance and promote knowledge and development of skills in science, technology and education and in such other fields having regard to quality, equity, and transformation of society”. It prides itself in providing “*skills for service*”.

To achieve its mission and strategic goals, Kyambogo University seeks to fill the position of **Deputy Vice Chancellor (Finance and Administration)**.

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| POSITION TITLE | DEPUTY VICE CHANCELLOR (FINANCE & ADMINISTRATION) |
| SALARY SCALE | M2 |
| RESPONSIBLE TO | Vice Chancellor |
| MAJOR ROLES | |
| i. To assist the Vice Chancellor in the performance of his/her functions and in that regard s/he shall over see the finances and administration of the University. | |

- ii. To be responsible for the overall planning and development of the University.
- iii. To spearhead and oversee the management and development of the Human Resources of the University
- iv. To perform other functions that may be delegated to him or her by the Vice Chancellor or assigned by the University Council.

KEY RESULT AREAS

- (i) To oversee the financial management and operations of the University and in that regard to develop a framework for the University's operating policies and manuals necessary for effective management of the University.
- (ii) To spearhead and oversee the development and operationalisation of the University's strategic plan.
- (iii) To be in charge of preparing and implementing the university's recurrent and capital budgets.
- (iv) To ensure timely financial reporting in the University in accordance with generally accepted accounting standards.
- (v) To oversee the management and administration of the University's human resources, procurement and disposal of assets and information and communication technology.
- (vi) To solicit and mobilize funds for the development of the University.
- (vii) To ensure good planning, coordination and timely implementation of development projects and efficient management of the University's assets.

QUALIFICATIONS

- i. S/he should hold a PhD from an institution recognized by the National Council for Higher Education.
- ii. S/he should be at Professor or Associate Professor level in a reputable institution.
- iii. Should demonstrate competences in planning, finance and development administration.

AGE LIMIT

The successful candidate should be aged between 40-60 years at the time of application.

REQUIRED EXPERIENCE

The successful candidate should have:

- i. Experience in leading change management and transformation.
- ii. A track record of teaching, research and publications.
- iii. Five years managerial experience in a university setting.
- iv. Experience in managing development/research projects including donor funded projects will be an added advantage.

REMUNERATION

The successful candidate will be paid an attractive package in accordance with the University's Terms and Conditions of Service.

EMPLOYMENT TERMS

A five year contract with eligibility for reappointment for one more term subject to satisfactory performance.

HOW TO APPLY

Interested candidates who meet the above specifications should submit **fifteen (15)** copies of an application duly signed and each accompanied by curriculum vitae, copies of academic transcripts and certificates, three sealed letters of reference, and three latest publications. The application letters submitted in a sealed envelope, clearly labelled “**Post of Deputy Vice Chancellor (Finance and Administration)**” should be delivered to the address below not later than **05.00pm on Friday 29th July 2011**.

THE DIRECTOR HUMAN RESOURCES**KYAMBOGO UNIVERSITY****SECOND FLOOR, ADMINISTRATION BUILDING****P.O. BOX 1****KYAMBOGO****KAMPALA, UGANDA**Email: gtumwesiqye@kyu.ac.ug