



MAKERERE UNIVERSITY BUSINESS SCHOOL

Plot 21A Portbell Road, P. O. Box 1337, Kampala,
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JOB OPPORTUNITIES

Makerere University Business School (MUBS) is a Public tertiary Institute affiliated to Makerere University with the mandate to provide business and management education in the country. MUBS seeks to attract and retain talented individuals in a positive, diverse, healthy and safe work environment.

Applications are invited from suitably qualified Ugandans to fill the positions of School Bursar, School Registrar, Director, Quality Assurance and Dean of Students at Makerere University Business School.

POSITION : SCHOOL BURSAR (01)
SALARY SCALE : M3
REPORTS TO : PRINCIPAL

POST PROFILE FOR THE SCHOOL BURSAR

The School Bursar shall:

- Provide leadership to the Office of the School Bursar;
- Be responsible for the financial administration and planning of the School; and
- Maintain the accounts of the School in a form prescribed by the School Council.

KEY DUTIES AND RESPONSIBILITIES:

- Develop strategic financial plans and budgets in line with the School's Strategic Plan outlining projected revenue sources and expenditures and measures to be taken to control costs.
- Oversee and ensure that the School's financial records are maintained according to the law, policies and procedures laid down by Council and the Ministry of Finance, Planning and Economic Development, and that they are in line with international accounting standards;
- Maintain effective financial management systems and procedures in accordance with Government Financial Policies and Procedures.
- Coordinate with the external auditors and enable them conduct audit in line with government regulations.
- Prepare and maintain financial statements.
- Advise Management and Council on financial matters of the School.
- Maintain a sound financial accounting system and expenditure control procedures to ensure compliance with internal control measures.
- Maintain an effective system for coordinating Financial and Accounting matters among Units and Sections of the School.
- Ensure proper maintenance, storage and security of the School's financial and accounting documents.
- Plan for, develop, manage and appraise staff in the School Bursar's Office.
- Perform any other duties that may be assigned by the Principal from time to time.

KEY OUTPUTS

- Strategic Financial Plans and Budgets for the School.
- Updated revenue collection and expenditure controls.
- Digitized and updated Financial Information Management System.
- Monthly, quarterly and annual financial reports
- Final accounts of the School audited.

DESIRABLE ATTRIBUTES:

- Proficiency in the use of computerized financial management systems, including word processing and spreadsheets (key attribute).
- Strong leadership, interpersonal and communication skills;
- A good track record of managing large budgets comparable to that of MUBS.
- Good knowledge of government policies and procedures on financial accounting
- High level of integrity.
- Good financial track record.

PERSON SPECIFICATION:

- An Honours Bachelors Degree in Accounting, Finance, Commerce or Business Administration (Accounting/Finance).
- A Masters Degree in Accounting, Finance, Commerce or Business Administration (Accounting/Finance).
- At least 10 (ten) years of senior management experience in finance in a higher educational institution, three (3) of which must have been in the last five (5) years.
- Evidence of managing a budget of at least UGX 45 billion.
- Must possess professional qualification in Accounting such as ACCA or CPA Certificate and a member of the Institute of Certified Public Accountants of Uganda.
- Three (3) letters of recommendation, one (1) of which must be from the current Supervisor.
- Must be a citizen of Uganda aged between 35 and 55 years.

TENURE OF APPOINTMENT:

A five (5) year contract, renewable once, subject to satisfactory performance.

POSITION : DIRECTOR, QUALITY ASSURANCE (01)
REPORTS TO : PRINCIPAL
SALARY SCALE : M3

PROFILE FOR THE POSITION OF DIRECTOR, QUALITY ASSURANCE

- Shall be the Chief Academic and Administrative Officer of the Quality Assurance Directorate.
- Shall be responsible for the successful implementation of the Quality Assurance initiatives of the School and managing its details.

KEY DUTIES AND RESPONSIBILITIES

- Provide leadership to the Quality Assurance Directorate and work closely with the School Registrar, Deans of Faculties and Heads of Departments to manage the assurance of academic quality and standards as well as support for quality enhancement and related processes and activities across the School;
- Initiate and produce the Strategic Plan of the Directorate.
- Initiate and produce capital expenditure and annual budget for the Directorate.
- Initiate quality assurance policies and recommend them to Management and Council.
- Lead the development and oversee the implementation of School-wide Quality Assurance initiatives;
- Initiate and develop the Directorate Human Resource Plan.
- Deploy, motivate and appraise staff in the Directorate.
- Devise appropriate qualitative and quantitative measures and performance indicators relevant to quality assurance and enhancement of internal quality assurance procedures for the development of policies and procedures for periodic reviews of existing programmes;
- Establish and monitor quality standards and practices in the delivery of services at the School;
- Monitor output from the National Council for Higher Education (NCHE), the Inter-University Council of East Africa (IUCEA) and other relevant professional bodies and recommend and implement changes to regulations and procedures, where necessary, to ensure compliance with the relevant requirements;
- Oversee the accreditation of all the School Diploma and Certificate programmes by NCHE;
- Review monthly Departmental reports in line with the School Strategic Plan and recommend appropriate lines of action to the Principal;
- Ensure that the assessment of the School programmes comply with the quality assurance standards of NCHE;
- Carry-out any other tasks as may be assigned by the Principal/Accounting Officer.

DESIRABLE ATTRIBUTES

- Excellent communication and interpersonal skills.
- Extensive knowledge of national and international quality trends in higher education
- Knowledge of International Standards Organizations (ISO).
- High level of computer literacy, with experience in the use of relevant packages.
- Knowledge of Project Management
- Proficiency in ICT skills
- Must have a record of a high level of integrity.

PERSON SPECIFICATION

- PhD with an Honours Bachelors and Masters degree from a recognised university.
- Must have teaching experience at a university for at least five (5) years at the level of a Senior Lecturer and above.
- Experience of at least five (5) years as a Head of an Academic Department at a University or its equivalent.
- A citizen of Uganda aged between 35 and 55 years.
- Candidates with qualifications in a business field shall have an added advantage.

TENURE OF APPOINTMENT

Five (5) year contract, renewable subject to satisfactory performance.

POSITION : SCHOOL REGISTRAR (01)
SALARY SCALE : M3
REPORTS TO : PRINCIPAL

PROFILE FOR THE POSITION OF SCHOOL REGISTRAR

The School Registrar shall provide leadership to the Office of the School Registrar and support the Principal in the administration and organisation of Undergraduate, Postgraduate studies, examinations and research.

KEY DUTIES AND RESPONSIBILITIES:

- Supervise and provide leadership to the various functions of the School Registrar's Office, including admissions, registration, examinations, and issuing of transcripts and certificates
- Provide Secretariat to the Academic Board and all committees

- of the Academic Board;
- Plan, supervise, monitor and review the departmental strategic, budget, procurement and staff development plans for the Office of the School Registrar.
- Liaise with the Deputy Principal and Deans of Faculties to plan and advise on different academic programmes, projects and student enrolment.
- Coordinate the implementation of all academic policies and procedure approved by Council.
- Direct the safe custody of all documents and data relating to admissions, examinations and academic results.
- Coordinate timely preparation, setting and marking of examinations; and making arrangements to source external examiners.
- Manage the maintenance and development of the student records system - involves providing oversight to the implementation and development of technical and operational systems for managing student enrollment, matriculation, registration, assessment, progress and graduation.
- Ensure the 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;
- Manage the accreditation of the School academic programmes by the National Council for Higher Education (NCHE).
- Liaise with the Faculties to develop and coordinate the School Academic Calendar and timetables
- Liaise with the Deputy Principal and the Public Relations & Promotions Office to handle advertisement of and publicity for all academic activities in the School;
- Coordinate the School graduation and other academic-related ceremonies
- Will be Secretary to the School Alumni Association
- Plan, supervise, develop, monitor and evaluate the Human Resources in the School Registrar's Office.
- Serve as Returning Officer for elections of academic leaders in the School as guided by the Universities and Other Tertiary Institutions Act 2001 (as amended).
- Any other duties as may be assigned by Principal from time to time

KEY OUTPUTS

- Admissions carried out.
- Academic policies and procedures implemented.
- Time tables for lectures and exams prepared.
- Documents and data relating to admissions, examinations and academic results stored well.
- Examinations time tabled, marked and results released.
- External Examiners appointed and external marking of exams done.
- Academic Board meetings convened and business considered.
- Graduation ceremonies arranged.
- Staff in the School Registrar's Office appraised.
- Programmes accredited.
- External Examiners appointed.
- Election of academic leaders conducted.

DESIRABLE ATTRIBUTES:

- Strong leadership, interpersonal and communication skills;
- Excellent Communication skills;
- Unquestionable integrity and good managerial skills;
- Proficiency in computer applications.
- Good knowledge of the operations of the higher education sector in Uganda.

PERSON SPECIFICATION:

- An Honours Bachelor Degree from a recognised University/Institution;
- A Master's Degree in Educational Management/Administration, Business Administration or Law from a recognised University/Institution;
- A PhD or Post Doctorate in a related field shall be an added advantage;
- At least ten (10) years' working experience, five (5) of which must be at the level of Deputy Academic Registrar or an equivalent position in a reputable institution of higher learning.
- Must be a citizen of Uganda aged between 35 and 55 years.

TENURE OF APPOINTMENT:

A five (5) year contract, renewable once, subject to satisfactory performance.

POSITION : DEAN OF STUDENTS (01)
REPORTS TO : PRINCIPAL
SALARY SCALE : M3

PROFILE FOR THE POSITION OF DEAN OF STUDENTS

The Dean of Students shall be responsible for the welfare of students.

KEY DUTIES AND RESPONSIBILITIES

- Initiate, develop and implement systems to foster partnerships

- between students and the external stakeholders in line with School policies on students' welfare.
- Initiate, develop, implement and monitor students' welfare proposals and guidelines according to the students' rules and regulations;
- Responsible for the organization and control of the Students' Halls of Residence and supervision of the Warden and shall take interest in matters relating to non-resident students;
- Oversee the enforcement of the School rules and regulations and all matters related to students' discipline;
- Establish and monitor channels of communication with regard to students' welfare and suggestions with a view to giving students the necessary advice;
- Initiate, develop, implement and monitor the Departmental and Students' Guild Budget following the approved Financial Regulations of the School, Government Financial Regulations and Students Guild Constitution;
- Advise on students' publications and ensure that they conform to the acceptable standards;
- Oversee the organization and running of Students' sports and games activities with the assistance of the Sports Tutor Tutors;
- In collaboration with the School Bursar, prepare annual estimates and expenditure of the Hall of Residence, Sports and Games, all entertainment and other student welfare requirements for submission to the Finance, Committee of Council;
- Coordinate and oversee all matters related to resident students' health;
- Supervise the School Counselor in the provision of counseling services to students;
- Liaise with the School Chaplains and Imam on all policies related to the organization and arrangement of places of Worship;
- Provide Secretariat to the Campus and Halls Committee of the Students' Disciplinary Committee;
- Perform any other related duties that may be assigned by the Principal from time to time.

DESIRABLE ATTRIBUTES

- Excellent communication and interpersonal skills.
- Computer literacy, with experience in the use of relevant packages.
- Must have a record of a high level of integrity.

PERSON SPECIFICATION

- An Honours Bachelor Degree from a recognized University/Institution.
- A Masters Degree or an equivalent professional qualification from a recognized University/Institution of higher learning
- A minimum of ten (10) years working experience, five (5) of which must be at Senior Management Level from a Reputable Organization.
- Experience in working with Students in a University or similar Institution will be an added advantage.
- Must be a citizen of Uganda aged between 35 and 55 years.

TENURE OF APPOINTMENT:

A five (5) year contract, renewable once, subject to satisfactory performance.

HOW TO APPLY:

- Interested and qualified persons are invited to submit three (3) copies of their application together with the following:
- A detailed and current Curriculum Vitae.
 - Names and addresses of three referees (1 Academic and 2 Professional) who should be advised to send reference letters direct to the Secretary, Appointments Board under confidential cover, plus their postal, telephone and email addresses. Applicants are requested to ensure that at least two (2) of the three refer uld not be sent at this stage.
 - Copies of the candidate's birth certificate and relevant Passport pages.

Applicants already in service should route their applications through their Heads of Department.

Sealed applications marked "CONFIDENTIAL" and bearing the title of the post in the right hand corner of the envelope must be forwarded to reach the Secretary, MUBS Appointments Board, at the address indicated below, not later than **October 06, 2017**.

**THE SECRETARY, APPOINTMENTS BOARD
MAKERERE UNIVERSITY BUSINESS SCHOOL
PLOT 21A, PORTBELL ROAD
P.O. BOX 1337
KAMPALA - UGANDA**

For more information:
Visit our website www.mubs.ac.ug
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