



NDEJJE
UNIVERSITY

Fear of God brings Knowledge and Wisdom

P. O. Box 7088, Kampala – UGANDA Tel: +256 392 730 321/2

Website: www.ndejjeuniversity.ac.ug

JOB OPPORTUNITIES

Ndejje University seeks to recruit competent and motivated individuals to fill the following vacancies;

1. University Secretary (1)
2. Director Quality Assurance (1)

Job Title: University Secretary, Ndejje University
Rank : NDU3
Reports to: Vice Chancellor
Salary & Benefits: Attractive & Competitive

Ndejje University (NDU), a chartered, privately owned, Christian educational institution established in 1992, is owned by six Dioceses of the Church of Uganda (Anglican) in the Central Region of Uganda that are incorporated as Ndejje University Foundation Consortium. NDU is committed to providing Christian based high quality and innovative teaching, research and outreach services. Ndejje University is seeking to recruit a competent, highly motivated, innovative, visionary and committed individual to fill the position of **University Secretary**. This is a senior position within the University's Management structure to provide leadership and general administration of Ndejje University including custody of the Seal and administration of its Assets. The University Secretary is the Secretary to the University Council, the Accounting Officer of the University and coordinates the provision of legal services and ensures that the University's legal interests are protected and well represented. The University Secretary shall report to the Vice Chancellor and hold office for a term of five (5) years that may be renewed subject to conduct and performance.

Qualifications:

1. A Master's Degree or its equivalent in either Management Studies or a Management related field, Law, Accounting and Finance or Educational Planning and Management from an internationally recognised University;
2. An Honors Bachelor's Degree in Arts, Social Sciences, Business Administration, Education or Law from an internationally recognised University;
3. A PhD from a recognized institution of higher learning is an added advantage;
4. At least ten (10) years of academic and administrative experience in a reputable institution of higher learning, four (4) of which must be at senior management level;

5. Possession of ICSA (Institute of Chartered Secretaries & Administrators) or Administrative Officer's Law Certificate is an added advantage;
6. An excellent track record of professionalism and high integrity;
7. Subscribe to the Core Values and Philosophy of the University;
8. Not less than 45 years of age.

Experience and Key Competencies:

1. Knowledge and understanding of national laws and policies in higher education;
2. Demonstrated capacity in financial management, and management of human resources, strategic projects and contracts in institutions of higher learning;
3. Demonstrable visionary leadership, resourcefulness and commitment to the holistic growth and development of the University;
4. Demonstrable ability to work with governing bodies;
5. Ability to lead, build and work with teams;
6. Proficient in the use of ICT.

Job Description:

1. Direct proper utilisation and accounting for the fiscal resources and other assets of the University;
2. Direct preparation of the University annual Budget and Work Plans;
3. Provide secretarial services to Council and its Committees, and guide the Vice Chancellor and Management Team to facilitate Council in decision making and governance;
4. Advise Council on integrity and propriety of governance;
5. Ensure that the Oath of Secrecy and Allegiance is administered to members of Council and its Committees; and ensure security of the University Seal;
6. Communicate, interpret, guide and provide technical support in the implementation of the University Council Policies and Resolutions;
7. Coordinate the formulation, review and update of Statutes and Policies of the University;
8. Enforce accountability and transparency in the management and delivery of University administrative and financial services in line with existing relevant Laws, Policies and Regulations and Council Guidelines and Resolutions;
9. Coordinate the provision of legal services and represent the University in cases of civil litigation;
10. Direct the procurement of University goods and services and disposal of assets in accordance with the relevant Laws, Policies, Regulations and Guidelines;
11. Monitor and evaluate the performance of outsourced administrative service providers to the University.
12. Issues letters of appointment, confirmation and transfer of staff through the Management Team.
13. Supervise and appraise the performance of staff directly under your leadership.
14. Any other official duties and responsibilities as may be assigned by the Vice Chancellor.

Job Title: Director Quality Assurance, Ndejje University
Rank : NDU3
Reports to: Vice Chancellor
Salary & Benefits: Attractive & Competitive

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Qualifications:

1. A PhD from a recognized institution of higher learning;
2. A Postgraduate Diploma in Management;
3. Eight (8) years proven working experience in the field of Quality Assurance in a recognized institution of higher learning, at least three (3) of which should be in a senior management position;
4. A lecturer for five (5) years in a recognised institution of higher learning (an added advantage);
5. An excellent track record of professionalism and high integrity;
6. Subscribe to the Core Values and Philosophy of the University;
7. Not less than 45 years of age.

Experience and Key Competencies:

1. Knowledge and understanding of national laws and policies in higher education;
2. Sound knowledge of Quality Assurance in Higher Education;
3. Knowledge of International Standards Organisations (ISO) is desirable;
4. Experience in Quality Rating and Assessment;
5. Demonstrated ability to advise the Management Team in Quality Strategy Development;
6. Demonstrable visionary leadership, resourcefulness and commitment to the holistic growth and development of the University;
7. Proficient in the use of ICT;
8. A minimum of two (2) publications in national/international journals or text books (an added advantage);
9. Excellent communication & interpersonal skills.

Duties & Responsibilities:

1. Serve as the Head of the Directorate of Quality Assurance in the University;
2. Provide leadership for Quality Assurance and Good Practice at the University;
3. Lead the formulation and implementation of the University's Quality Assurance Policies and Practices;
4. Lead the development and oversee the implementation of University-wide Quality Assurance initiatives;
5. Lead the identification, development and promotion of the University's Quality Assurance protocols & mechanisms;

6. Establish quality and reliable standards of all University programmes and activities and develop an effective monitoring system and procedures that incorporate set standards;
7. Oversee the quality and performance of all staff through set parameters;
8. Prepare Quality Assurance reports to the Management Team on a monthly basis;
9. Supervise and appraise the performance of staff of the Directorate.
10. Represent the University on all Quality Assurance seminars and workshops for higher education institutions;
11. Organise seminars, workshops from time to time on Quality Assurance in the University;
12. Perform any other official duties and responsibilities as may be assigned by the Deputy Vice Chancellor.

Mode of Application:

1. Submit an application letter together with an updated Curriculum Vitae & names and contacts of three references (one of whom **must** be a religious leader).
2. Attach copies of certified academic and professional certificates and transcripts and valid National Identity Card.
3. Attach any other relevant documents to support the application.
4. **Please Note: Applications sent online** should have all the attachments as **ONE (1) PDF document otherwise they will not be considered.** The subject of the email should clearly state the name of the applicant and the position applied for.

Hand delivered applications should be sealed in an envelope clearly indicating the position applied for on the top right corner of the envelope addressed and delivered to:-

The Human Resource Officer
Ndejje University
Main Campus – Luweero District
P.O. Box 7088, Kampala, Uganda

OR

Email: hr-search@ndejeuniversity.ac.ug

Deadline: 25th August at 5:00 p.m.
Only shortlisted candidates will be contacted