

JOB ADVERT

Busitema University is a Public University established by Statutory Instrument No. 22, 2007 enacted by Parliament of Uganda on May 10, 2007. Busitema is a Multi Campus University located in Eastern Uganda. The Vision of the University is to be ‘A Centre of Academic and Professional Excellence in Science, Technology and Innovation’ and its Mission is ‘*To provide high standard training, engage in quality research and outreach for socio-economic transformation and sustainable development*’. The University is seeking suitable and competitive applicants for the two (2) high management position of: 1) First Deputy Vice-Chancellor (Academic Affairs), and 2) Second Deputy Vice-Chancellor (Finance and Administration).

Second Deputy Vice Chancellor (Finance and Administration)

Job Title: Second Deputy Vice Chancellor (Finance and Administration)

Salary Scale: M2

Tenure: 5 Year Contract

Reports to: Vice-Chancellor

Duty Station: Busitema University

POSITION OVERVIEW

The Second Deputy Vice Chancellor (Finance and Administration) (DVC-FA) shall assist the Vice Chancellor in the performance of his or her functions and in that regard shall oversee the finances and administration of the University. The DVC-FA shall be responsible for the planning and development of the University. He or She shall be responsible for the development and implementation of University policies and guidelines, and shall supervise the following functions: Planning, Finance, Human Resources, Legal Affairs, Health Services, ICT and supports the Vice-Chancellor in the general administration of the University. The DVC-FA reports to the Vice-Chancellor and is a Member of the Management Team.

Job Purpose

To provide leadership for efficient and sound financial and human resource management, planning, prudent investment and administration of the University.

Duties & Responsibilities:

In line with the Universities and Other Tertiary Institutions Act 2001, as amended, the Second Deputy Vice-Chancellor (Finance & Administration) shall:

- a) Assist the Vice-Chancellor in the performance of his or her functions and in that regard shall oversee the Finances and Administration of the University.
- b) Be responsible for the planning and development of the University.
- c) Supervise the preparation and implementation of the University's recurrent and development budgets.
- d) Direct the development, roll out and review of the University's Strategic Plan, investment portfolios and operational plans.
- e) Manage the development and implementation of policy framework for the use and management of the University's fiscal and human resources and other assets in accordance with approved regulations.
- f) Supervise the preparation of budgets, including research budgets, for all academic and administrative units.
- g) Monitor income, banking and expenditure of all income generating units for compliance with the University's approved policy, plans, budgets and regulations.
- h) Supervise the production of performance reports on finance and administration by all academic and administrative units of the University.
- i) Coordinate audit queries and reports from Auditor General.
- j) Monitor the development and implementation of staff development programs.
- k) Monitor the preparation of the budgets, strategic and operational plans and performance reports of ICT in academic and administrative programmes
- l) Establish systems for the mobilization and utilization of resources for various activities of the University.
- m) Contribute to the promotion of partnerships and networking for the growth and development of the University.

Key outputs

- a) University Strategic Plan developed, reviewed, and effectively implemented
- b) Timely preparation, implementation and reporting on the University's budgets.
- c) Viable strategic and operational plans and investment portfolios developed, approved, and implemented.
- d) Budgets for all academic and administrative units developed.
- e) Systems for resource mobilization established.

- f) Annual reports developed, approved and implemented.
- g) Policy framework for proper management of the University's fiscal and human resources and other assets developed and implemented.
- h) Compliance of all University Units with legal and financial policies.
- i) Reporting on financial performance by all University units done.
- j) Audit queries and reports from Auditor General coordinated and responded to.
- k) Preparation of the budgets, strategic and operational plans and performance reports of ICT in academic and administrative programmes monitored
- l) Development and implementation of staff development programs monitored.
- m) Staff performance planned, monitored and appraised.
- n) Acquisition, utilization and disposal of assets and management of the Assets Register monitored.
- o) University projects and initiatives successfully implemented

PERSON SPECIFICATIONS

Academic Qualifications and Experience:

- a) Should have a PhD from a recognized University or Institution of higher learning.
- b) Should have at least twelve (12) years of proven experience in teaching, research, leadership, governance, and administration, four (4) of which should have been at least at the rank of Dean of Faculty, Director, or Deputies respectively, or Head of Department or equivalent in a reputable institution of equal standing or higher (annual budget, number of programmes, and number of students) as Busitema University.
- c) Should have good knowledge and skills of financial management.
- d) Should show evidence of resource mobilization and grant management.
- e) Should have knowledge and experience in strategic planning and budgeting, policy making and implementation in higher education.
- f) Additional academic qualification in financial management and administrative law will be an added advantage

- g) Have an understanding of the relevant policy and legal framework for financial management for higher education in Uganda.
- h) Should have good communication, negotiation and people skills.
- i) Should have been at least a member of a University Senate/Council or equivalent body in a reputable institution of higher learning of the equal standing as Busitema University or higher.
- j) Should not have reached 55 years of age by deadline for submission of applications.
- k) Be a Ugandan Citizen.

REQUIRED SKILLS & COMPETENCIES

Core Skills

- i. Demonstrated successful experience as a department chair, dean or higher level administrative position in higher education.
- ii. Demonstrated project management and coordination
- iii. Demonstrated knowledge of shared governance.
- iv. Demonstrated experience in staff development.
- v. Record of professional development and certification.
- vi. Experience with enterprise resource management technologies and applications.
- vii. Effective management and change leadership skills.
- viii. Demonstrated expertise in working with various internal and external constituencies, specifically in diverse organizations.
- ix. Strong organizational, interpersonal, analytical skills.
- x. Effective verbal and written communication skills.
- xi. Proven problem solving skills with strong attention to detail.

Leadership Competencies

- i. Strategic insight
- ii. Developing others
- iii. Change management
- iv. Managing Risk

Core Competencies

- i. Building Relationships

- ii. Foster Accountability Culture
- iii. Learning Orientation
- iv. Communicating with influence

Functional Competencies

- i. Conceptual thinking
- ii. Job Knowledge and Information Sharing
- iii. Drive for Result
- iv. Continuous Improvement Orientation

REMUNERATION:

An attractive remuneration package. Additional benefits as determined by the University Council.

TENURE OF APPOINTMENT

Five-year contract, renewable once, subject to good performance.

MODE OF APPLICATION

Electronic (email) OR hardcopy applications shall be accepted. Candidates should send:

1. Hardcopy: by courier, a sealed application pack containing six copies of the following:
 - a) Signed application letter.
 - b) Detailed up-to-date curriculum vitae signed and dated by the candidate including current working contact details.
 - c) A written motivational statement not exceeding 500 words about the candidate's vision for a competitive university in the 21st Century
 - d) Certified copies of academic transcripts and certificates, copy of national identity card or bio-data page of their passport.
 - e) Names and contact details of three referees who should be advised to send confidential references directly to the Search Committee address below. The references should cover the following areas; the candidate's academic credentials, experience in leadership, managerial and administrative skills and personal integrity not later than Monday 4th September, 2023.
 - f) Envelope should be clearly marked "**APPLICATION FOR THE POSITION OF DVC F&A**".

2. Electronic applications should have all the above documents scanned and emailed with the subject clearly marked “**APPLICATION FOR THE POSITION OF DVC F&A**” with the exception of 1 (e) above which should be sent directly.
3. Applications **SHOULD** reach the addressee below by Monday 4th September, 2023, at 5:00 PM.

Secretary to the Search Committee
Busitema University, Busitema Campus
Jinja - Malaba Road
P.O.BOX 236, Tororo
Email: dvcsearch@busitema.ac.ug

4. Shortlisted applicants **SHALL** be contacted in person.

Busitema University is an Equal Opportunities Employer and women are encouraged to apply.