

BUSITEMA UNIVERSITY EXTERNAL JOB ADVERT 2/2024

Busitema University is a multi-campus Public University located in Eastern Uganda. Applications are invited from suitably qualified candidates to fill vacant positions at the University. Interested persons who meet the requirements should submit 3 sets of applications duly signed together with detailed Curriculum Vitae with names of three referees, Academic Certificates and Transcripts and copies of Appointment Letters, 3 recent passport photographs and a photocopy of National Identity Card in envelopes addressed to the University Secretary, Busitema University, P.O. Box 236 Tororo or P.O. Box 226 Busia. **Applications can be submitted to the Office of the University Secretary or at the Liaison Office at Lincoln Flats A2 Makerere University not later than 5:00 pm on Tuesday June 4, 2024, East African Time.**

ADMINISTRATIVE JOB VACANCIES

1. JOB Title: Chief - Human Resource Management

- a) **Number of Posts** : 1(One)
- b) **Salary Scale** : PU3 non-science
- c) **Duty Station** : Busitema Main Campus
- d) **Responsible To** : Deputy Vice Chancellor (Finance and Administration)

i) Purpose of the Job:

Provide overall management and coordination of the Human Resource Function of the University.

ii) Qualifications:

- a) A Master's Degree in Human Resources or Management studies (majoring Human Resource) or Public Administration or Business Administration (majoring Human Resource) from a recognized Institution of higher learning.
- b) An Honour's Bachelors' degree in either Arts (Social Sciences) or Human Resource Management or Social Work and Social Administration or Business Administration or Bachelor of Commerce or Public Administration from a recognized Institution of higher learning.
- c) Membership with HR Professional Body is an added advantage.

iii) Age Limit:

Should not have reached 55 years of age at the time of deadline for submission of application.

iv) **Duties and Responsibilities:**

- a) Initiate, develop, implement, and review Human Resource policies and practices in line with the University Strategic Plan.
- b) Oversee the Management of HR in the areas of job design and organizational structures.
- c) Develop work targets for the Human Resource Directorate in line with the Human Resource Policies.
- d) Facilitate the update of HR records, information, and knowledge.
- e) Provide secretariat services to all Committees of Council with a Human Resource component.
- f) Mentor and coach Human Resources staff of the University and coordinate training and capacity building activities.
- g) Analyze, develop, and recommend sound plans, programs and procedures, in the areas of Human Resource Planning, compensation, employee recognition and other matters related to employee relations.
- h) Formulate, implement, and monitor organizational development and change management systems and strategies in line with the University strategic plan.
- i) Introduce and implement competence based Human Resource Management Systems.
- j) Design and implement performance management and control systems.
- k) Coordinate and implement the payroll and terminal benefits pay schedules as well as the employee wellness program.
- l) Establish a measure to ensure consistency in various HR practices as it relates to recruitment compensation, job descriptions including demand analysis and specifications among other HR related issues:
- m) Perform any other duties assigned by the supervisor.

v) **Competencies:**

- a) Extensive knowledge of relevant legal, regulatory and policy framework for human resource management.
- b) Knowledge and experience with human resource information systems.
- c) Excellent interpersonal skills
- d) Successful experience in performance management, staff development and mentorship
- e) Proficient oral and written communication skills.
- f) Broad knowledge and understanding of Human Resources processes.
- g) Good leadership and supervisory skills.
- h) Should be a person of integrity and high ethical standards.
- i) Should have strategic focus, analytical skills, and result orientation.
- j) Excellent decision-making and time management skills.
- k) Ability to meet deadlines and work with minimal supervision.
- l) Should be able to work under pressure with frequent interruptions and changing priorities.
- m) Should be able to effectively communicate orally and in writing.

vi) **Experience:**

A minimum of eight (8) years relevant working experience in human resource, five (5) of which must have been served at senior level and Team Leader of Human Resource function in a

reputable organization with a staffing level equitable or more than that of Busitema University.

vii) **Terms of Employment:** 5-year Contract, renewable once subject to good performance.

2. JOB Title: Chief Internal Auditor

- a) **Number of Posts** : 1(One)
- b) **Salary Scale** : PU3 non-science
- c) **Duty Station** : Busitema Main Campus
- d) **Responsible To** : Vice Chancellor

i) Purpose of the Job:

To provide strategic leadership and overall supervision of the Internal Audit activities and resources towards provision of assurance and consulting services aimed at improving the University's operations and promoting effective risk management, control, and governance processes.

ii) Qualifications.

- a) A master's degree in either Finance and Accounting or Business Administration (MBA - Accounting option) or Auditing from a recognized Institution of higher learning.
- b) A Bachelor's degree in either Commerce (Accounting option) or Accounting and Finance or Business Administration (Accounting option) or Business Studies (Accounting option) or Auditing from a recognized Institution of higher learning.
- c) Must be a holder of full professional accounting qualification such as CPA, ACCA or CIMA. Must be a member of the Institute of Certified Public Accountants of Uganda (ICPAU) and the Institute of Internal Auditors, Uganda (IIA).

iii) Age Limit

Should not have reached 55 years of age at the time of deadline for submission of application.

iv) Duties and Responsibilities

- a) Provide professional and technical advice to management and other stakeholders on Internal Audit matters.
- b) Develop, implement, and provide oversight over internal Audit methods and procedures.
- c) Maintain a comprehensive internal Audit plan and system of controls to help provide quality assurance within applicable laws, regulations, policies, and procedures.
- d) Examine financial transactions for accuracy and compliance with institutional policies and applicable laws and regulations.

- e) Review internal control framework within the University.
- f) Identify, assess, and evaluate the University risk management processes, plans, and monitoring mechanisms.
- g) Oversee the utilization, accountability and reporting of Busitema University resources.
- h) Supervise the implementation of the university Audit Charter and other policies and regulations on auditing.
- i) Represent the Internal Audit Directorate in strategic fora within Busitema University, nationally and internationally.
- j) Provide Secretariat services to the Audit Committee of Council.
- k) Perform any other related duties as may be assigned by the supervisor.

v) **Competences**

- a) Should have strong leadership and interpersonal skills.
- b) Should be computer literate and able to navigate IFMS, AIMS, ACMIS, HCM or similar systems.
- c) Extensive knowledge of relevant legal, regulatory and policy framework for public institutions
- d) Should be able to demonstrate and promote transparency and accountability.
- e) Should be a person of integrity and high ethical standards.
- f) Should have strategic focus, analytical skills, and result orientation.
- g) Excellent decision-making and time management skills.
- h) Ability to meet deadlines and work with minimal supervision.
- i) Should be able to work under pressure with frequent interruptions and changing priorities.
- j) Should be able to effectively communicate orally and in writing.
- k) Should be able to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

viii) **Experience:**

A minimum of eight (8) years relevant working experience in Auditing or Finance, five (5) of which must have been at Team Leader of Audit function in a reputable organization with a budget level equitable or more than that of Busitema University.

ix) **Terms of Employment:** 5-year Contract, renewable once, subject to good performance.

3. Job Title: Deputy Chief – Sports

- a) **Number of Posts** : 1(One)
- b) **Salary Scale** : PU4 non-science
- c) **Duty Station** : Busitema Main Campus

d) Responsible To : Dean of Students

i) Purpose of the Job:

To provide leadership and general administration/management of sports and recreation programmes in the University

ii) Qualifications.

- a) A Master's Degree in Sports Science or Educational Administration from a recognized Institution of higher learning.
- b) A Bachelor's degree in Sports Science or Sports Management from a recognized Institution of higher learning.

iii) Age Limit

Should not have reached 50 years of age at the time of deadline for submission of application.

iv) Duties and Responsibilities

- a) Prepare students for participation in National, Regional and International games and sporting events.
- b) Implement sporting and recreational programs for the University.
- c) Participate in sports and recreation sponsorship and fundraising events.
- d) Support the running of University sports tournaments and other sporting and recreational events.
- e) Develop and update University inventory of sporting and recreational equipment and facilities.
- f) Coach University Teams in the relevant field of expertise.
- g) Liaise with the University Games Union to organize and co-ordinate University sports and recreation programs.
- h) Coordinate the production and dissemination of sports publications at the University e.g. Sports fixtures, results, sports magazines, and Journals.
- i) Perform any other duties assigned by the supervisor.

(V) Experience:

- a) A minimum of six (6) years of relevant working experience in University or national Sports Management, three (3) of which must have been served as Sports Team Leader in a reputable Institution.
- b) Holding executive positions within the University or national sports leadership structures at both local and international levels.

v) Competences

- a) Innovativeness and resource mobilization
- b) Should have strong leadership, interpersonal and supervisory skills.

- c) Extensive knowledge of relevant legal, regulatory and policy framework for public institutions
- d) Should be able to demonstrate and promote transparency and accountability.
- e) Should be a person of integrity and high ethical standards.
- f) Should have strategic focus, analytical skills, and result orientation.
- g) Excellent decision-making and time management skills.
- h) Ability to meet deadlines and work with minimal supervision.
- i) Should be able to work under pressure with frequent interruptions and changing priorities.
- j) Should be able to effectively communicate orally and in writing.
- k) Should be able to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- l) Computer Literacy skills
- m) Broad knowledge and understanding of sports
- n) Physical fitness and sound health.



Matsiko Mutungwire Abert
University Secretary
BUSITEMA UNIVERSITY