

BUSITEMA UNIVERSITY INTERNAL 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 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 Thursday June 13, 2024**, East African Time.

ADMINISTRATIVE STAFF POSITION

1. JOB Title: Deputy Academic Registrar

- a) **Number of Posts** : 2 (Two)
- b) **Salary Scale** : PU4 Non-science
- c) **Duty Station** : As assigned by Supervisor
- d) **Responsible To** : Academic Registrar

1. Purpose of the Job:

To support the Academic Registrar in the administration and management of all the academic matters of the University including admission of students, development and implementation of academic programmes, examinations, research and publications.

2. Requirements:

- i) A Master's Degree in Education, Education Planning and Management, Human Resources Management, Public Administration, Management Studies or Organizational Psychology from a recognized Institution of Higher Learning.
- ii) An Honors Bachelor's Degree in Education, Human Resources Management, Public Administration, Management Studies or Organizational Psychology from a recognized Institution of Higher Learning.
- iii) Six (6) years working experience, three (3) of which must have been served at the level of Senior Assistant Registrar.
- iv) Should be a Confirmed Staff in the University Service on the date of application.

3. Duties and Responsibilities:

- a) Provides technical support in the development and implementation of University policies, rules and regulations in regards to student's academic and administrative management
- b) Supervises the receipt of students' academic records, evaluates and certifies all graduation applications to ensure adherence to the University rules, regulations and guidelines for a complete graduation process and ceremony.
- c) Coordinates the collection, recording, maintenance and reporting of student academic records within the University policies, rules, regulations and guidelines.
- d) Participates in the admission of students to the University and submits student enrollment reports to the Academic registrar.
- e) Supports the preparation and conduct of ceremonies relating to convocation and graduation of students.
- f) Participates in programmes and activities aimed at the professional growth and development of the Academic staff of the University in liaison with the management of the faculties and academic departments.
- g) Initiates reviews aimed at developing appropriate recommendations for the implementation of appropriate technology to enhance service delivery to the students and other stakeholders.
- h) Liaises with the University Campuses and Departmental Managers on matters relating to the administration of students' education and training facilities, and academic programmes and courses.
- i) Plans, supervises and evaluates the performance of Senior Assistant Registrars in the University.



Waluye Nabala James
Directorate of Human Resource
Busitema University