

**OFFICE OF THE UNIVERSITY SECRETARY**

**INTERNAL ADVERTISEMENT**

**(Extension of Advert closing date to Friday 01/12/2023)**

**ABOUT THE UNIVERSITY:**

Busitema University is a Public University established by Statutory Instrument No. 22 of 2007. The University is multi campus, located in Eastern Uganda. Applications are invited from suitably qualified Staff members to fill a position of Deputy Chief, Quality Assurance in the Directorate of Quality Assurance. Applications can be submitted to the Directorate of Human Resource or at the Liaison Office at Lincoln Flats A2 Makerere University not later than **5:00 pm on Friday December 1, 2023**, East African Time.

**1. DIRECTORATE OF QUALITY ASSURANCE.**

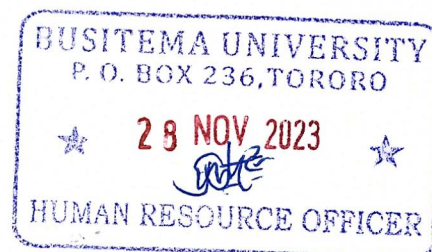
**Position:** Deputy Chief, Quality Assurance  
**Reports to:** 1<sup>st</sup> Deputy Vice Chancellor, Academic Affairs  
**Terms of Service:** Contract for four (4) years  
**Age:** Not exceeding 55 years of age at the time of deadline for submission of applications.

**Purpose of the Job:**

To co-ordinate and spearhead the quality assurance processes in the University in line with the set National, East African Community and International standards.

**Job Description:**

- i. Maintain a close working relationship with all units, academic and non-academic, on matters pertaining to quality assurance in their spheres of operation.
- ii. Train and raise awareness among students and staff about quality assurance through workshops, seminars and conferences.
- iii. Benchmark quality assurance good practices with other institutions.
- iv. Conduct routine and ongoing checking of the University's services and policies to ensure compliance with practices, standards, regulations and guidelines.
- v. Audit operational services to ensure compliance with expected standards.
- vi. Guide the University in reviewing organisational performance.
- vii. Update unit heads with new information on Quality Assurance issues and supply them with the required evaluation schedules and instruments.
- viii. Facilitate unit and programme evaluations; provide unit heads with feedback on external and internal evaluation results and advise on the proper implementation of improvements as recommended by review teams.
- ix. Ensure that the units adhere to established Quality Assurance procedures and standards and carry out scheduled activities appropriately and in a timely fashion.



- x. Be a conduit between the University and the regulatory agencies and external Quality Assurance agencies and professional bodies.
- xi. Organise and co-ordinate all external evaluation activities, and ultimately report to the University's management and faculties on the results of such external evaluations.
- xii. Prepare a Quality Assurance manual and develop Quality Assurance evaluation tools to ensure that quality is both controlled and maintained.

**Minimum Requirements:**

- a) The applicant should be a PhD holder and at the academic rank of at least a Lecturer.
- b) Should have evidence of research experience and contribution to Community
- c) Must have served in the University setting for not less than five (5) years
- d) Must be a Staff member of Busitema University

**Required Skills:**

Monitoring and Evaluation, Curriculum development and review, Analytical skills, Leadership skills, interpersonal/communication skills, Team Work, Problem solving and Change Management.

**NOTE:**

- i) **This appointment is not an interruption in the service as a Teaching Staff of Busitema University.**
- ii) **Those who applied earlier should not re-apply.**

