EMPLOYMENT OPPORTUNITIES ADMINISTRATIVE & SUPPORT STAFF.

EXTERNAL ADVERTISMENT

Makerere University Directorate of Human Resources invites applications from suitably qualified candidates for positions at the University. Please find details of the jobs at [https://jobapps.mak.ac.ug](https://jobapps.mak.ac.ug) or [https://jobs.makerere.info](https://jobs.makerere.info) To submit your application, use the links on the job details to access an online tool for sending full details of your biodata, education, qualifications, work experience, and all the other required information, including your Curriculum Vitae, Certificates, Transcripts, and at least three reference letters addressed to;

The Director

Human Resources

P.O. Box 7062 Kampala.

Closing Date: 18th May 2020 at 17.00 Hours EAT.

1. DEAN OF STUDENTS OFFICE

a). Post:  Warden (2)

Salary scale:  M6.2

Reports to:  Dean

Required Qualifications:

1. Master’s Degree from a recognized University.
2. An Honors Bachelor’s Degree

**Experience**

At least 4 years of Managing Students’ Affairs, Two of which should be at supervisory level.

**Duties and Responsibilities;**

- (i) Perform the duties of an Accounting Officer of the Hall of Residence.
- (ii) In charge of the hall of residence’s budget.
- (iii) Ensure decent accommodation of both residents and none residents attached to the Halls of Residences.
- (iv) In charge of students’ discipline in the halls of residence by enforcing all the University rules and regulations and disciplinary procedures.
- (v) Counsel Students on a regular basis.
- (vi) Responsible for payment of Students’ allowances.
- (vii) Responsible for collection of the various categories of funds paid by students’ to the University.
- (viii) Any other official duties as may be assigned by the Supervisor from time to time.

**Skills and Competencies:**

- (i) Leadership and supervisory skills
- (ii) Ability to build, lead, and work with teams;
- (iii) Computer literacy;
- (iv) Interpersonal & communication skills;
- (v) Quick judgment and decision making;
- (vi) Ability to initiate change

**Age Limit:** Applicants should not exceed 50 years of age.

**Terms of Employment:** Four (4) year contract

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**2. DEPARTMENT OF FINANCE, PLANNING & RESOURCE MOBILISATION**

**Post:** Principal Accountant (1)

**Salary Scale:** M5
**Reports to:** Manager

**Required Qualifications**

1. MBA (Finance/Accounting option), MSc. Finance and Accounting with full professional accounting Certificate from a recognizable institution
2. Must be a holder of a Bachelor’s Degree in Accounting, Finance, Commerce, or Professional qualification (CPA or ACCA).
3. Must be a holder of CPA or ACCA Professional qualification.

**Experience**

A minimum of six (6) years relevant working experience, three (3) of which must have been at Senior Accountant level or equivalent in a reputable organization

**Duties and responsibilities;**

1. Responsible for mobilization and verification of Colleges’ and Other Units’ budgets, for Consolidation
2. Responsible for production of detailed weekly, monthly/Quarterly and annual Financial Reports.
3. Supervise the reconciliations of Systems Accounts and all accounts at the different bank.
4. Maintenance of the Accounting System and Provide regular feedback on its functionality.
5. Processing of Payment transactions
6. Provide support to College Bursars/Accountants in generating Periodic Reports as may be requested.
7. Supervising the Financial Reporting Section Staff.
8. Follow up and monitor the Audit findings and implementation of Audit recommendations.
9. Perform any other official duties as may be assigned by the line Supervisor.

**Skills & Competences**

i. Reporting and communication skills
iii. Financial management, strategic planning and investment skills
iv. Team leadership skills including team building and individual professional development

v. Strategic planning skills that reflect and support organizational needs

vi. Advanced IT and Numeracy skills

vii. Good communication and interpersonal skills with proven ability to build productive relationship with senior management, employees and external stakeholders

**Age Limit:** Applicants should not exceed 50 years of age.

**Terms of Employment:** Four (4) year contract

**Post:** Development Officer (2)

**Salary Scale:** M6.2

**Reports to:** Manager Planning, Investment & Resource Mobilization

**Required Qualification:**
A Master’s Degree in Business, Economics, Statistics or Management field

Experience in fundraising will be an added advantage.

**Required Experience:**

a. Minimum of four (4) years relevant working experience in management, organizational development, or financial administration

b. Exposure in fundraising.

c. A good understanding of the higher education funding environment such as alumni and development partners.

d. A strong ability to prepare funding proposals

**Duties and responsibilities:**

(i) Facilitate the development and strengthening of relationships between key donor prospects (including alumni) and Makerere University Constituent colleges.

(ii) Support the development of strong relationships between fundraising prospects and the Colleges of Makerere University.

(iii) Build on the relationships to develop and drive the execution of a fundraising work plan.
(iv) Prepare stewardship reports, develop and co-ordinate the production of fundraising and appreciation materials in close liaison with the respective Colleges and the Public Relations Office.

(v) Work with Research Assistant to identify key prospects, qualify them and develop an appropriate strategy for developing the relationship. Supervise the Research Assistants in developing a pipeline of fundraising prospect pool.

(vi) Oversee the development and implementation of prospect relationship management system & provide regular written reports.

(vii) Participate in department strategies and solution in implementation of relevant Council policies.

(viii) Support the implementation of initial staff performance evaluation of direct reports.

(ix) Any Other duties that may be assigned in the normal course of doing business.

**Skills and Competencies:**

(i) Networking skills,
(ii) Time management,
(iii) Attention to detail,
(iv) Consistency,
(v) Proficiency,
(vi) Diligence and hard work
(vii) Computer skills

**Age Limit:** Applicants should not exceed 50 years of age.

**Terms of Employment:** Four (4) year contract

### 3. DEPARTMENT OF THE ACADEMIC REGISTRAR

**Post:** Assistant Registrar (1)

**Salary Scale:** M6.2

**Reports to:** Senior Assistant Registrar

**Required Qualifications:**

Minimum of a Master’s Degree.
An Honors Bachelor’s Degree from a recognize Institution

**Experience:**

Minimum of four (4) years relevant working experience, two (2) of which should be at supervisory level.

**Duties and responsibilities:**

(i) Liaise with colleges in sorting out students’ transcripts and other transcripts related problems.
(ii) Prepares reports on transcripts
(iii) Draft and proof read transcripts
(iv) Verify and certify transcripts and other academic documents.
(v) Assists the Senior Assistant Registrar in signing Transcripts.
(vi) Provides safe custody of Examination results for the respective Colleges
(vii) Performs any other duties assigned by the Senior Assistant Registrar and the Deputy Registrar.

**Skills and Competencies:**

(i) Leadership and supervisory skills
(ii) Ability to build, lead, and work with teams;
(iii) Computer literacy;
(iv) Interpersonal & communication skills;
(v) Quick judgment and decision making;
(vi) Ability to initiate change

**Age Limit:** Applicants should not exceed **50 years of age**.

**Terms of Employment:** Four (4) year contract

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4. GUIDANCE AND COUNSELLING CENTRE

**Post:** Counsellor (1)
**Salary Scale:** M6.2
**Reports to:** Head of Department

**Qualifications:**

1. Master’s degree in Counseling and Guidance or Counseling Psychology.
2. A Bachelor’s degree from a recognized Institution.

**Duties/Responsibilities**
1. Participate in developing and implementing counseling strategies to staff and students in the University.
2. Conduct individual and group counseling sessions to advise and assist students for academic development.
3. Assist to compile a record of useful information or Guidance and Counseling and make it available to the clients.
4. Provide long-term individual support and further social relations between students.
5. Participate in organizing educational seminars for staff and students in the field of Guidance and Counseling.
6. Supervise and train practicum students.
7. Consult with Colleges, staff and the general student population on the counseling needs.
8. Participate in the general set up and implementation of the counseling and guidance Centre activities.

Skills and Competencies:
1. Analytical thinker with strong problem-solving and conflict-resolution skills.
2. Motivational leader who displays sound judgment and attention to detail.
3. Detail-oriented with excellent time-management skills.
4. Confident interpersonal, verbal and written communication skills.
5. Perceptive intuition and decision-making skills.
6. Remarkable professionalism and solid work ethic.
7. Intermediate IT skills.

Age Limit: Applicants should not exceed 50 years of age.

Terms of Employment: Four (4) year contract

4. SECURITY DEPARTMENT

Post: Security Guard (6)

Salary Scale: M20

Reports to: Chief Security Officer and Head of Unit
Qualifications: Applicants should be Citizens of Uganda holding an O’Level Certificate with 5 passes including English.

A ‘Level Certificate and Training in security matters is an added advantage

Duties and Responsibilities

(i) Enforce security policies and procedures during assigned shift to prevent theft, damage, vandalism and other crimes or damage to facilities
(ii) Ensure that campus and other work stations are properly guarded
(iii) Maintain records and communicate information to other personnel using equipment provided.

Skills and Competencies:

(i) Ability to function with a high degree of independence and initiative
(ii) Ability to enforce regulations and rules effectively
(iii) Ability to communicate effectively both orally and in writing
(iv) Ability to perform the physical demand of the job, such as making roving patrols.

Experience: At least two (2) years working experience as a security Guard

Age Limit: Applicants should not exceed 40 years of age.

Terms of Employment: Four (4) year contract

5. VICE CHANCELLOR’S OFFICE

Post: Manager Communications & International Relations (1)

Salary Scale: M4
Reports to: The Vice Chancellor

Required Qualification:

Either: 1. A Master’s Degree in Mass Communication or Journalism or Public Relations or International Relations.

OR:

A Masters Degree with demonstrated experience in field of communication or public relations
2. An Honors Bachelor’s Degree from a recognized University

**Experience**

Must have an excellent record of Communications and International Relations in service to the Public Universities or Large organizations of not less than eight (8) years four (4) of which must have been served at a level of Principal Public Relations Officer or equivalent from a recognized Institution.

**Duties and Responsibilities**

1. Ensure the implementation of the Makerere University Communications Policy.
3. Take the lead in development and implementation of Communication Strategies and plans in collaboration with the Colleges.
4. Serve as Secretariat to the office of the Vice Chancellor in all communications fora of Makerere University.
5. Participates in strategic planning, budgeting, implementation, accountability and reporting on Communications and International Relations.
6. Write news articles, reports and periodicals.
7. Constructively engage with the media to build a positive image of the University.
8. Represent the Communications and International Relations Office in strategic fora in Makerere University and beyond.
9. Be responsible for the administration of the University website and ensure it is regularly updated.
10. Be responsible for the administration of University Social Media pages.

**Skills/Competencies**

i. The Candidate must demonstrate good knowledge of the local and international higher education sector and the varying interests of stakeholders including government, staff, students, development partners and the public.

ii. Must have a strong proficiency in utilisation of modern communication tools including traditional media and social/new media platforms including website, blogs, twitter, Facebook.

iii. Strong ability to create and sustain local and international contacts and networks.
iv. Good knowledge of Uganda’s media landscape

v. Leadership and supervisory skills

vi. Ability to build, lead, and work with teams;

vii. Computer literacy; Excellent Interpersonal, communication and reporting skills;

viii. Quick judgment and decision making;

ix. Ability to initiate change

**Age Limit:** Applicants should not exceed 50 years of age.

**Terms of Employment:** Four (4) year contract

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### 6. DIRECTORATE OF QUALITY ASSURANCE

**Post:** Administrative Secretary II (1)

**Salary Scale:** M10

**Reports to:** Head of Unit

**Required Qualifications:**

Diploma in Secretarial Studies or Office Management from a recognized institution or UNEB Certificate in the following subjects

(i) Typing I, II, &III
(ii) Business English/Communication I,II,&III
(iii) Short hand I &II
(iv) Office Practice
(v) Secretarial Duties II
(vi) Office management

**Experience:**

One Year working experience in secretarial work

**Duties and Responsibilities:**

(i) To assist Administrative Secretary, I in providing secretarial services to units.
(ii) Receive and answer telephone calls.
(iii) Arrange for meetings.
(iv) Provide Secretarial services.
(v) Receive and/dispatch mails.
(vi) File documents
(vii) Arrange Appointments for the Head of the Division/unit
(viii) Perform any other official duties assigned by the Senior Assistant Registrar

Skills/Competencies:

(i) Ability to handle clients in a courteous manner
(ii) A team player with good interpersonal skills
(iii) Good communications skills
(iv) Proficiency in using MS Office with a typing speed of at least 50 wpm.
(v) Must be a good time manager

Age Limit: Applicants should not exceed 40 years of age.

Terms of Employment: Four (4) year contract

7. DIRECTORATE OF INFORMATION, COMMUNICATION AND TECHNOLOGY SUPPORT (DICTS)

Post: End User Support Administrator (1)

Salary Scale: M7

Reports to: Principal End User Support Administrator

Required Qualification:

1. Honours Bachelor’s degree in ICT or related field from a recognized institution

Required Experience:

At least 1 years’ experience supporting ICT users and must have both hardware and software skills.

Duties and responsibilities:

(i) Effectively manage all ICT related queries originating from end users
(ii) Implement the public relations function for DICTS
(iii) Coordinate performance monitoring of various information systems and services from an end user perspective
(iv) Manage DICTS operational meetings for internal staff
(v) Act as a secretary to various University ICT committees to which DICTS is a Secretariat
(vi) Undertake periodic surveys and analysis of the perception of users about various information systems and services as well as the performance of DICTS
(vii) Disseminate information related to ICT facilities, policies and procedures to end users
(viii) Handling any other duties which may be assigned by the End User Support Manager from time to time

Skills and Competencies:

(i) Experience in hardware and software trouble shooting
(ii) Good conceptual skills
(iii) Initiative and innovation
(iv) Good interpersonal skills
(v) Output – oriented work habits

Age Limit: Applicants should not exceed 40 years of age.

Terms of Employment: Four (4) year contract

b). Post: E-learning Administrator (1)
Salary Scale: M7

Reports to: Principal E-Learning Administrator

Required Qualification

1. Honours Bachelor’s degree in Education Technology, Computer Science or any ICT related field
2. Knowledge and certification in E-Learning and UNIX systems is an added advantage

Experience: 1 years’ experience in the field of ICT, programming with (PHP, JAVA, MS .NET PYTHON) as well as working with open source platforms for systems, networks and Databases in an education environment.

Duties and Responsibilities:

1. Coordinate deployment of course materials to the E-classroom.
2. Oversee Learning Management System (LMS) operation and maintenance.

3. Perform any patches, upgrades, service packs, hotfixes, and other routine maintenance to ensure the highest possible uptime and reliability of the LMS service.

4. Provide learning management system (LMS) training and support to staff and students.

5. Resolve escalated LMS user and technical issues.

6. Maintain and administer the University’s Learning and Development Database, liaising with the School of Distance and Lifelong Learning.

7. Manage LMS servers housed at DICTS in liaison with the Systems, Database and Networks Managers.

8. Service the LMS infrastructure.

9. Manage the registration and access levels of users of the e-learning platforms.

10. Develop procedures for potential E-learning projects.

11. Establish an on-going assessment/review of E-learning services and systems.


**Skills and Competencies:**

1. Good knowledge of UNIX distribution systems.
2. Knowledge in Relational Database Management Systems (MYSQL, POSTGRESS and MS SQL Server).
3. Knowledge of the LMS software systems and ability to troubleshoot LMS, operating system and database engine.
4. Working knowledge of at least one major E-learning platform (Moodle).
5. Understanding of structured query language (SQL).
6. Should possess good process management and problem solving skills.
7. Should have well-developed interpersonal and communication skills.
8. Good knowledge of educational technology tools.
9. Good inter-personal skills

**Age Limit:** Applicants should not exceed 40 years of age.

**Terms of Employment:** Four (4) year contract
8. UNIVERSITY LIBRARY

Post: Library Assistant (1)

Salary scale: M15

Reports to: Senior Library Assistant

Qualifications:

Certificate in Library and Information Science.

Required Experience:

Should have at least two years working experience in an institutional/School Library.

Duties and Responsibilities

(i) Dust and shelve reading materials and ensure that all reading materials are kept clean and tidy.
(ii) Shelve and re-shelve books and other materials.
(iii) Ensure only eligible Library users come into the Library.
(iv) Ensure security of the Library stock.
(v) Perform any other official duties that may be assigned by the supervisor.

Skills and Competences

(i) Must be proficient in using relevant computer packages.
(ii) Should have good communication and interpersonal skills.
(iii) Should be a person of high integrity.

Age Limit: Applicants should not exceed 40 years of age.

Terms of Employment: Four (4) year contract

9. ESTATES AND WORKS

a). Post: Administrative Assistant (1)
Salary Scale: M7
Reports to: Head of Unit

Qualifications:
Minimum of an Honors Bachelor’s degree from a recognized Institution

Duties and Responsibilities:
(i) Maintain electronic and manual records at Unit
(ii) Manage support staff matters.
(iii) Manage assets of the Unit.
(iv) Handle logistics within the Unit.
(v) Provide Secretarial services to various committees in the Unit as may be assigned.
(vi) Perform any other official duties as may be assigned by the supervisor.

Skills and Competencies:
(i) Out-put oriented work habits.
(ii) Good Interpersonal and Communication
(iii) Organizational skills
(iv) Willingness to learn
(v) Must be computer literate.

Age Limit: Applicants should not exceed 40 years of age.

Terms of Employment: Four (4) year contract

b). Post: Driver (2)
Salary scale: M20
Reports to: Head of Unit

Qualifications:
O’ Level Certificate
Possession of a Valid Driving Permit with at least classes B, DL

Experience
2 years of driving experience.

Duties and responsibilities
(i) In charge of the Unit vehicle  
(ii) Maintain the vehicle in good condition  
(iii) Any other duty as assigned.

**Skills and Competences:**

(i) Interpersonal skills  
(ii) Communicational skills.  
(iii) Confidentiality

**Age Limit:** Applicants should not exceed 40 years of age.

**Terms of Employment:** Four (4) year contract.

10. **COLLEGE OF COMPUTING & INFORMATION SCIENCE.**

**Principal’s Office**

**Post:** Computer Laboratory Assistant (4)  
**Salary Scale:** M15  
**Reports to:** Head of Department/College LAN Administrator  
**Qualifications:**

1. O’ Level Certificate  
2. Possession of a Certificate in Computer Science or any ICT related field.

**Experience** of 1 year in administering and managing computer laboratories, troubleshooting and repairing computers.

**Duties and Responsibilities:**

1. Providing computer related support and customer services to students.  
2. Be present, visible, and available to students requiring technical assistance.  
3. Answer ICT related questions from students.  
4. Research for solutions to unfamiliar ICT questions posed by students.  
5. Maintain and troubleshoot computers in college computer labs.  
6. Maintaining a clean and quiet work area for students.

**Skills/Competences**

1. Should have well-developed interpersonal and communication skills.  
2. A team-oriented and can communicate with non-technical people.
3. Good knowledge of the internet and intranet.
4. Good inter-personal skills

**Age Limit:** Applicants should not exceed **40 years of age.**
**Terms of Employment:** Four (4) year contract

Mr. Ssanyu Lawrence

FOR DIRECTOR HUMAN RESOURCES

**Note:** The Position of the Deputy Dean of Students which appeared in the New vision of April 27th 2020 has been withdrawn.