



MUNI UNIVERSITY

OFFICE OF THE UNIVERSITY SECRETARY

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JOB OPPORTUNITY (RE-ADVERTISED)

EXTERNAL ADVERT 2/2015

Muni University is a Government owned (Public) university established by the Uganda Government by Statutory Instrument, 2013 No. 31, in accordance with the Universities & Other Tertiary Institutions Act 2006 as amended. Muni University campus is located in Arua District, 3Km South of Arua town in North-Western Uganda.

Muni University is a unique Institution which has adopted a blended learning approach to education focusing mainly on Techno Science and Business Sciences. The University is committed to meet the aspirations of a dynamic society, while inculcating strong research, outreach, and innovation culture within an efficient team of academic, administrative and support staff.

Vision:
"To be a Model and Professional University for Transformation and Development".

Mission:
To provide quality education, generate knowledge, provide innovation and community empowerment for transformation".

Motto:
"Transforming Lives".

To achieve its vision, Muni University seeks to fill the positions below.

1. VICE CHANCELLOR

Salary Scale: M1
Responsible to: University Council

GENERAL
The successful candidate will be an innovative, visionary leader with the capacity to build a dynamic management team. In particular the Vice Chancellor will be a widely experienced

individual with wide knowledge of national, regional and international status and trends of higher education, with capacity to execute a strategic change programme to ensure the sustainability of the University.

RESPONSIBILITIES
In accordance with Section 31 of the Universities and Other Tertiary Institutions Act, the Vice Chancellor shall:

- (a) Be responsible for the academic, administrative and financial affairs of the University; and
- (b) In the absence of the Chancellor, preside at ceremonial assemblies of the University and confer degrees and other academic titles and distinctions of the University.

KEY FUNCTIONS
The key functions of the Vice Chancellor shall be to:

- 1. Spearhead the development and review of the University's Strategic plan designed to achieve academic and professional excellence.
- 2. Promotes an understanding of the vision and mission of the University.
- 3. Initiates and co-ordinates the development and review of policies, plans and programs of the University in line with the University strategic plan
- 4. Mobilizes and solicits for resources necessary for the implementation of the University plans and programs.
- 5. Presents University Management's policy initiatives, programmes, activities and recommendations to the University Council for consideration.
- 6. Responsible to the University Council for the general conduct and discipline

of staff and students.

PERSON SPECIFICATIONS
Applicants must meet the following criteria:

- 1. Must have an earned Doctor of Philosophy (Ph.D.) degree from a University recognized by National Council for Higher Education.
- 2. Being a Professor or an Associate Professor is an added advantage.
- 3. Must have an outstanding academic credentials and a demonstrated administrative experience and capability.
- 4. Must have a demonstrated experience in teaching, research and service to the public of not less than five (5) years in recognized institution(s).
- 5. Should have extensive knowledge, experience of Higher Education systems acquired at a senior position for at least five (5) years.

DESIRABLE ATTRIBUTES

- Should have:**
- 1. Good leadership, inter-personal, communication, and negotiation skills.
 - 2. Demonstrated computer literacy skills.
 - 3. High degree of personal integrity.
 - 4. Ability to manage resources to achieve set goals.

REMUNERATION
An attractive remuneration package shall be paid in accordance with the University Terms and Conditions of Service.

TENURE OF APPOINTMENT
A five year contract, renewable once, subject to good performance.

2. DEPUTY VICE CHANCELLOR- ACADEMIC AFFAIRS

Salary Scale: (M2)
Responsible to: Vice Chancellor

Responsible for:
Academic Registrar
Director of Schools of Postgraduate Deans of Faculties
Directors of Institutes and Schools

Tenure of appointment:
A five (5) year contract, renewal once, subject to good performance

- RESPONSIBILITIES**
- 1) To assist the Vice Chancellor in performance of his or her functions and in that regard, be responsible for the academic affairs of the university.
 - 2) In the absence of the Vice Chancellor, he/she performs the functions of the Vice Chancellor.
 - 3) To perform such other functions that may be delegated to him or her by the Vice Chancellor or assigned by the University Council.

- KEY FUNCTIONS**
- 1) Initiates, and promotes policies, plans and programs that enhance the academic and professional excellence of the University.
 - 2) Coordinates the development of University curriculum for all courses and oversees review of such programmes as and when necessary.
 - 3) Over sees the Management of University examination processes.
 - 4) Oversees the selection and

- admission of qualified students.
- 5) Initiate and coordinates the development of research activities and programmes and networking.
- 6) Supervise Staff and identifies training needs and recommends appropriate training.

DESIRABLE QUALITIES
The applicant should be:

- 1) Known in international circles especially academic ones.
- 2) Visionary and strategic thinker.
- 3) Receptive to change.
- 4) Able to inspire confidence and loyalty.
- 5) A person of integrity and sensitive to quality and equity.
- 6) Having a track record of ability to mobilize and manage resources.
- 7) A team player.

- PERSON SPECIFICATION**
- 1) A PhD from a recognized Institution.
 - 2) Demonstrated outstanding academic credentials; administrative experience and capability.
 - 3) Demonstrated experience in teaching, research and service to the public of not less than five (5) years in a recognized Institution.
 - 4) Demonstrated computer literacy skills.
 - 5) Being a Professor is an added advantage.

- HOW TO APPLY:**
- 1. Interested and qualified persons are invited to submit six (6) copies of their applications together with the following:
 - a) A detailed, signed and up-to-date

- Curriculum Vitae of the applicant clearly highlighting all elements of eligibility criteria and personal attributes plus names and contacts of three referees.
- b) A list of research publications.
- c) Copies of the candidate's academic documents.

- 2. Sealed applications marked "CONFIDENTIAL": POSITION OF VICE CHANCELLOR Or DEPUTY VICE CHANCELLOR (ACADEMIC AFFAIRS) on the top right-hand corner of the envelope must be forwarded or delivered to reach the **University Secretary** on the address indicated below, not later than **Thursday 30th April 2015 at 04.00 p.m.** East African time.
- 3. Applications should be addressed to:

THE UNIVERSITY SECRETARY
MUNI UNIVERSITY
P. O. BOX 725
ARUA - UGANDA

- 4. The electronic applications may be submitted by email to: search@muni.ac.ug not later than Thursday 30th April 2015 at 04.00 pm East African time.
- 5. Those who had earlier applied need not re-apply.
- 6. For more information please visit our website **www.muni.ac.ug** OR email us on **search@muni.ac.ug** OR call Telephone Number **0476420312 / 0772467112** during office hours.

UNIVERSITY SECRETARY