



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY

P.O. Box 1410, Mbarara Uganda. Tel: +256 4856 60208; Fax: +256 4854 20782

EXTERNAL ADVERT No. 1/2024 - JOB OPPORTUNITY

Mbarara University of Science and Technology (MUST) is a Ugandan Public University whose main campus is located in Western Uganda, Mbarara City, 7kms on Mbarara-Bushenyi road.

MUST's vision is to be a Center of Academic and Professional Excellence in Science and Technology. In order to achieve this vision, MUST is building a team of highly qualified and skilled persons who can ably contribute to providing quality and relevant education at the national and international levels with particular emphasis on science and technology and its application to community development.

Applications are therefore invited from suitably qualified Ugandans to fill the position of University Secretary which will be available **with effect from 1st July, 2024.**

Applicants are required to submit formal application letters accompanied by detailed CVs; certified copies of all academic and professional qualifications documents; and a copy of the National Identification Card or Passport. In addition, applicants should indicate names, telephone contacts and e-mail addresses of at least two (2) professional referees; and one character referee. Applicants should request these referees to send sealed confidential reference letters attesting to the applicant's competences and/or character for the job applied for before closure of the advert to the email address below.

MUST IS AN EQUAL OPPORTUNITIES EMPLOYER.

The deadline for submission of applications shall be **Friday, 9th February, 2024** at **5.00 pm East African time.**

Sealed applications should be submitted to:

The Chief Human Resources Officer,
Mbarara University of Science and Technology,
P.O Box 1410, Mbarara
Email: appointments@must.ac.ug

Hard copy applications should be delivered to:

Central Registry,
Ground Floor,
Estates and Works Block,
Kihumuro Campus,
Mbarara (7kms on Mbarara- Bushenyi Road)

Note: For soft copy applications, the application letter, CV and all attachments should be scanned and submitted as one PDF document.

DEPARTMENT: OFFICE OF THE UNIVERSITY SECRETARY

Job Title: University Secretary
Salary Scale: PU3 (NTNS)
Number of Vacancies: One (1)
Reports to: The Vice Chancellor
Tenure of service: Five (5) years' contract subject to successful completion of a six months' probationary period. The contract may be renewed only once subject to satisfactory performance.

A. JOB SUMMARY

The University Secretary will serve as the Secretary to Council; Accounting Officer; and provide general administration of the University, including custody of the seal and administration of its Assets.

B. DUTIES AND RESPONSIBILITIES

The University Secretary shall be:

- i. The Secretary to Council.
- ii. The Accounting Officer of the University.
- iii. The supervisor of all legal matters of the University.
- iv. The overseer of all matters of procurement for the University.

The responsibilities shall include:

1) Finance and Accountability



- a) Direct proper utilization and accounting for the fiscal resources and other assets of the University.
- b) Direct the financial reporting, planning and budgeting processes.
- c) Manage and administer the fiscal and physical resources of the University in accordance with the existing Laws, Policies, Regulations, Guidelines, approved annual Work Plans and Budgets.
- d) Under the Public Finance Management Act, the University Secretary as the Accounting Officer is obliged to:
 - i. Control the regularity and proper use of money appropriated to a vote.
 - ii. Authorize any commitments made by a vote.
 - iii. Control the resources received, held or disposed of by or on account of a vote.
 - iv. Put in place effective systems of risk management, internal control and internal audit.
 - v. Enter into an annual budget performance contract with the Secretary to the Treasury which shall bind the Accounting Officer to deliver on the activities in the work plan of the University vote for a financial year.
 - vi. Coordinate the preparation and production of the University Financial Management Reports from the Administrative and Academic Units.
 - vii. Respond to audit queries whenever they arise.

2) Administration Services, Policy and Governance

- a) Provide and oversee secretariat services to the University Council and its Committees.
- b) Provide guidance to the Vice Chancellor and the Management Team to facilitate the University Council in decision making and governance.
- c) Recommend persons for appointment to the Contracts Committee and Sub-contract Committees in line with the provisions of the Public Procurement and Disposal of Public Assets Act.
- d) Hold custody of the University seal.
- e) Communicate, interpret, guide and provide technical support in the implementation of the University Council Policies and Resolutions.



- f) Enforce accountability and transparency in the management and delivery of university administrative and financial services in line with existing Laws, Policies, Regulations, Guidelines and Council Resolutions.
- g) Direct the procurement of university goods and services and disposal of assets in accordance with the appropriate Laws, Policies, Regulations and Guidelines.
- h) Direct the maintenance and regular update of the university assets register and safe custody of all assets of the university including the University Seal and records.
- i) Work with Top Management to promote linkages between Faculties, Institutes, or other Academic bodies, Management, Council, line Ministries and other Stakeholders for effective implementation of university programs, operations and policies and enhancing collaborative networks.
- j) Supervise the provision of legal services and represent the University in courts of law.
- k) Confer with Donor Agencies on the utilisation of funds as well as method of financial reporting in order to ensure that all financial transactions conform to donor procedures.
- l) Submit quarterly reports to the Ministry responsible for Education.
- m) Oversee the administration of security in the University.
- n) Monitor and evaluate the performance of outsourced service providers to the University in line with signed contracts.
- o) Perform any other duties as may be assigned by the University Council, the Management or the Vice Chancellor.

C. REQUIRED QUALIFICATIONS AND EXPERIENCE

1) Mandatory requirements:

The ideal candidate must possess all the following:

- a) A Master's degree in either Business Administration, Public Administration, Law, Educational Planning or Management, Management Studies or any related field from a recognized institution.
- b) An honors Bachelor's degree in any field from a recognized institution.



- c) At least fifteen years working experience in administration in a reputable organization.
- d) Five (5) years of service at senior management level in a reputable organization.
- e) Practical computer knowledge and skills.
- f) A clear understanding and ability to uphold provisions of the Leadership Code Act, 2002.

2) Added advantage:

Possession of any of the following shall be an added advantage:

- a) Prior experience in Higher Education Institutions.
- b) Professional qualifications in any relevant field.
- c) Membership of any professional body.
- d) Diploma in Law or Certificate in Administrative Law.
- e) Prior experience with government human resources, finance and accounting systems like IFMIS, IPPS, HCMS etc.

3) Age:

The ideal candidate shall be **UTMOST 55 years of age** at the time of assumption of duty on 1st July, 2024.

D. REQUIRED CORE COMPETENCIES

The University Secretary, shall be expected to possess and exhibit the following skills and competences:

- 1. People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff and also able to work with others in a sensitive and participatory manner.
- 2. Communication Skills:** Well developed written and oral communication skills. He/she should exhibit ability to communicate clearly and sensitively with internal and external stakeholders. This will include effective negotiation, lobbying and presentation skills.



- 3. Integrity:** Working with trustworthiness, integrity and having a clear commitment to MUST's core values.
- 4. Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, security risks and harsh living conditions when work dictates so for the survival of MUST.
- 5. Awareness and sensitivity of self and others:** Should demonstrate awareness and sensitivity to all diversities in the MUST community.

Abhangana,