



OFFICE OF THE HUMAN RESOURCE

ADVERTISEMENT OF POSITIONS

Victoria University is one of the leading Universities in Uganda and East Africa when it comes to offering Experiential and work-integrated Learning. We are determined to produce graduates with employable skills and capacity to creatively employ themselves. We do this by providing meaningful, hands-on workplace experience to enrich theoretical learning. Our work integrated learning program is enabling students to complete a program of three years with at least 2 to 3 years' work experience. We proudly have a highly rated online learning platform, scored at 81% by the National Council for Higher Education; meant to guarantee students' lecturing and assessment, at all times; no matter the circumstances.

The University is centrally located in the heart of Kampala City and on the main public transportation routes coupled with ample parking space. Victoria University is part of the Ruparelia Group of Companies, which has a strong presence in the education sector in Uganda. Our programmes are designed to meet all of your needs, study or research a subject in greater depth, or aiming to extend your knowledge and skills in pursuit of your career ambitions. To achieve its Vision and Mission, the University invites applications from suitably qualified candidates to fill the following positions as indicated below:-

ADMINISTRATIVE POSITIONS:

DEPARTMENT OF QUALITY ASSURANCE (DQA)

Position: Quality Assurance Manager (QAM)

Number of Vacancies: 1 (One)

Reports To: Deputy Vice Chancellor - Academic Affairs

Purpose of the Job:

Provide overall leadership in quality assurance and best practices to the department and the university by monitoring and ensuring uniform standards and spearhead the development and implementation of university wide quality assurance initiatives.

Key Duties and Responsibilities:

- a) Link the University to national and international universities, organisations and agencies/associations engaged in quality assurance innovations and initiatives in line with university's strategic plan.
- b) Formulate, the framework and tools for assessment of academic staff teaching quality by students and peers, disseminate results to relevant academic staff, management and other relevant stakeholders.
- c) Monitor and guide quality assurance of the academic and other support services across the university
- d) Ensure that the university has reliable controls for quality assurance in all its operations
- e) Keep the University Council and Vice Chancellor informed about quality assurance matters.
- f) Provide accurate and reliable data to the senior management team for various purposes such as submission to Government of Uganda, NCHE, other regulatory bodies and external audit teams when necessary.
- g) Serve on Senate as a member.
- h) Support the process of assessing the university's compliance with the approved relevant policies regulations and laws and ensures provision of feedback on various quality assurance matters.
- i) Responsible for the operational, management and support of academic standards and quality enhancements across the University.
- j) Initiate institutional review programme, self and peer assessment and design strategies of managing and enhancing quality in line with the university's quality assurance policy
- k) Provide professional advice to council and other university decision making
- l) Any other relevant responsibility assigned by the supervisor

Person Specifications:**The candidate must have the following qualifications:**

- a) A Master's degree in any field from a reputable institution of higher learning
- b) A Postgraduate qualification in management
- c) Honors Bachelor's degree from a reputable institution of higher learning
- d) Experience in curriculum development, education evaluation and/or research will be an added advantage

Competences:

- a) Planning and organization;
- b) Teamwork oriented.
- c) Leadership and supervisory skills.
- d) Ability to build, lead and work with others.
- e) Collaboration and networking.
- f) Knowledge of quality assurance frameworks.
- g) Quick judgment and decision making.
- h) Ability to initiate change.

Experience:

Must have an excellent record of administration and/or teaching/ research and service in reputable universities, of not less than eight (8) years (3) of which must be at a senior managerial level.

Age Limit:

Must be 55 years old or below at the time of application.

Tenure of Appointment:

The appointment shall be for four-year (contract renewable) after successful completion of a probation period of 6 (six) months (Where applicable).

DEPARTMENT OF INTERNAL AUDIT

Position: Manager Internal Audit

Number of Vacancies: 1 (One)

Reports To: Chairperson Audit Committee of Council

Job Summary:

Provide overall leadership to the internal audit function of the university; monitor, analyse and assess the risks and internal controls including corporate governance and accounting processes, to ensure the university's compliance with applicable laws and make assurances and recommendations for improvement to the University and Council.

Key Duties and Responsibilities:

- a) Provide professional and technical advice to management and other stakeholders on internal audit matters.
- b) Develop, implement and provide oversight over internal audit methods and procedures
- c) Maintain a comprehensive audit plan and system of controls to help provide quality assurance within applicable laws and regulations.
- d) Responsible for keeping the employees accountable regarding internal university procedures and industry rules by studying accounting records, preparing compliance reports and supervising workflows.
- e) Examine financial transactions for accuracy and compliance within institutional policies and applicable laws and regulations.
- f) Review internal control framework within the university.

- g) Identify, assess and evaluate the university's risk management processes, plans and monitoring mechanisms.
- h) Oversee the utilization, accountability and reporting over university resources, detect fraud, and supervise audit exercises and prepare audit reports for the university management and Audit committee.
- i) Supervise the implementation of the university's audit and other policies and regulations.
- j) Represent the internal audit unit in strategic for a within the university and beyond.
- k) Provide secretarial services to the Audit Committee of Council.
- l) Develop and take responsibility for planning preparation and coordination of the processes related to internal review and audit.
- m) Any other relevant responsibility as assigned by the supervisor.

Person Specifications:

The candidate must have the following qualifications:

- a) Hons Bachelor's degree preferably in a business discipline e.g. accounting, commerce, finance, management, public/business administration, or computer information systems
- b) Master's degree in Finance, Accounting, or Business Administration, Finance or Accounting option.
- c) Professional qualification/certificate in Auditing/Accounting (ACCA, CPA/CIA
- d) Professional experience in internal auditing.

Competences:

- a) High degree of integrity and adherence to professional standards.
- b) Collaboration
- c) Innovative
- d) Team oriented
- e) Problem solving
- f) Accounting experience
- g) Project management
- h) Data analytics
- i) Interpersonal and people handling skills

Experience:

At least seven (7) years post qualification professional experience in internal auditing three (3) of which at a senior level.

Age Limit:

The applicant must be below 55 years at the time of application.

Tenure of Appointment:

The appointment shall be for four-year (contract renewable) after successful completion of a probation period of 6 (six) months (Where applicable).

LIBRARY DEPARTMENT

Position:	Librarian
Number of Vacancies:	1 (One)
Reports To:	Vice Chancellor

Job Summary:

Provide leadership in library services to the University. In addition, shall be responsible for the development, control, management and coordination of all library and information services of the University to ensure effective and efficient provision of library services.

Key Duties and Responsibilities:

- a) Lead the process of library strategic planning in line with the overall University objectives.
- b) Familiarize him or herself with various academic programmes offered by the University and liaise with various faculty heads on issues regarding the development of the library to ensure that relevant information materials are provided to the University community.
- c) Ensure creation of library data bases for easy access and retrieval.
- d) Participate in recruitment, selection, supervision, performance, promotion and disciplining of library staff in accordance with established procedures of the University.
- e) Biannually analyze and provide reports on the overall performance of library staff, develop action plans to improve performance and achieve targets.
- f) Convene and chair relevant library meetings with the heads of department to keep abreast with operations and utilization of the library.
- g) Develop, implement relevant training programmes for Library users and ensure continuous update.
- h) Liaise with the Human Resource Department (HRD) to identify ways of developing staff in order to enhance their motivation and retention.
- i) Develop a mechanism to increase, optimize the overall revenue of the library.
- j) Budget and account for the library resources.
- k) Liaise with other information providing departments such as Information Communication Technology (ICT) to ensure that information to the users is provided in a coordinated manner.
- l) Ensure supportive environment for independent research and learning.
- m) Ensure that library systems are upgraded to the prevailing library and information services/ systems such as use of the e-library and specialist computer applications.

- n) Supervise library users to ensure effective utilization of library resources and ability to conduct literature searches.
- o) Keep abreast of developments in the world of information to ensure that relevant and accurate information is provided to university staff.

Person Specifications:

The candidate must have the following qualifications:

- a) A PhD degree in Library and information sciences or information systems/ technology.
- b) A Master's degree in Library and information sciences or information systems/ technology.
- c) Honor's Bachelor's degree in Library and information sciences or information systems.
- d) Familiarity with up-to-date library systems and use of specialist library computer applications is an added advantage.
- e) Computer Literacy such as MS Office Packages like Word, Excel and PowerPoint.

Competences:

- a) IT skills and familiarity with the use of databases.
- b) Communication skills
- c) Leadership and Interpersonal skills Integrity
- d) Time management
- e) Networking ability
- f) Result Oriented
- g) Organization skills
- h) Decision making and Problem solving.

Experience:

At least ten (10) years working experience in the library field, five (5) of which must have been at a supervisory level in a similar position, in a reputable higher institution of learning.

Age Limit:

The applicant must be below 55 years at the time of application.

Tenure of Appointment:

The appointment shall be for four years (contract renewable) after successful completion of a probation period of 6 (six) months (Where applicable).

DEPARTMENT OF HUMAN RESOURCE

Position: Human Resource Officer
Number of Vacancies: 1 (One)
Reports To: Human Resource Manager

Job Summary:

Assist the HR manager to implement HR systems and processes as assigned, in line with approved departmental strategic plan.

Key Duties and Responsibilities:

Recruitment and selection

- a) Assist the supervisor in formulating pre-screening procedures of candidates before interviews.
- b) Liaise with departments to establish manpower needs and present to the supervisor.
- c) Establish whether there is a budget for recruitment.
- d) Assist the supervisor in preparation of letters and manage the process of dispatching them to concerned individuals.
- e) Manage communication to applicants and candidates before and after selection and conduct reference checks.
- f) Support the immediate supervisor in managing the process of recruitment and selection.
- g) Collect information pertaining to HR statistics of the recruitment and onboarding process.
- h) Support the supervisor in reviewing of recruitment and selection policies, procedure, methods, tools and associated systems.
- h) Support the supervisor to schedule annual performance review process and share with all staff.
- i) Maintain HR departmental records / reports and submit to the supervisor regularly.

Staff orientation and on boarding:

- a) In collaboration with departmental managers and Heads of Department, assist the supervisor in preparing a programme for orientation and onboarding of new staff and share it with the respective Heads of Department.
- b) Assist the supervisor in updating the HR orientation programme, materials and prepare a feedback report on the process and ensure it is submitted to the supervisor after completion of the exercise.
- c) Liaise with new staff on their experience of their onboarding process and inform the supervisor for appropriate action.

Performance management:

- a) Assist the supervisor in updating and implementing a performance management system and preparation of performance management tools such as appraisal forms.
- b) Support the supervisor in coordinating development of work targets for the HR department and monitoring adherence.
- c) Manage the review process by timely availing appraisal tools, respond to related queries if any and compile a report on the process and submit it to the supervisor.
- d) Constantly update the staff structure and inform the supervisor for appropriate action.

Discipline and grievance handling:

- a) Prepare complaints and grievance handling meetings.
- b) Schedule, attend and record proceedings of complaints and grievance handling meetings, prepare a report and forward to the immediate supervisor for appropriate action.
- c) Follow up with the legal department on the progress of disciplinary processes and update the supervisor accordingly.
- d) Document the process and keep records of the disciplinary proceedings in the department for future reference while handling similar cases.

Compensation management:

- a) Assist in conducting salary surveys and inform the supervisor of the prevailing market rates for action.
- b) Assist in Developing, managing, reviewing and updating payroll.
- c) Coordinate the departmental budgeting process for the HR department.
- d) Assist the supervisor in preparation of documents for the budgeting process.
- e) Support the supervisor to prepare a schedule for pay roll implementation for attention of the finance department.

Learning and development:

- a) Support the supervisor in updating staff training and development programmes and develop a schedule for mentorship consistent with the University strategic plan.
- b) Contribute to identification of staff training and development needs and the best methods to meet those needs.
- c) Update the staff training functions and keep track of staff on training programmes in line with the staff training and development policy and strategic plan.
- d) Prepare and update a programme for coaching and mentor departmental staff for the supervisor's action.
- e) Monitor adherence to health and safety standards.

Policy, strategy and administration:

- a) Assist the supervisor in linking the HR department with other units of the University and the public in line with the University mission.
- b) Keep record of the updated HR handbook, policies and procedures.
- c) Organise departmental meetings and offer secretarial support to departmental meetings. d) Keep abreast with changes in National employment laws and inform the supervisor on necessary changes.
- d) Assist the supervisor to monitor adherence to employment and institutional policies and suggest ways of improvement where necessary.
- e) Support the immediate supervisor in producing a mechanism for easy access to HR information to stakeholders.
- f) Keep records of the outcome of complex HR matters referred to council. HR business analysis and data management
- g) Participate in coming up with ways to improve HR reporting and tools and recommend to the immediate supervisor.
- h) Assist the supervisor to follow up on the implementation of programmes for efficient utilisation of resources.

Exit management:

- a) Assist the immediate supervisor in developing and implementing policies on succession planning and management.
- b) Assist the supervisor to ensure that exit interviews are undertaken with all staff leaving the organization and that any issues regarding staff retention are addressed.
- c) Track due dates for contract expiry and ensure timely processing of accrued benefits where applicable, in line with policies/ regulations governing terminal benefits of staff.

Person Specifications:**The candidate must have the following qualifications:**

- a) At least a Master's degree in Human Resources Management or Business Administration HR option or Industrial and Organizational psychology.
- b) OR At least a Master's degree in Arts, Social sciences, Management with a Post Graduate Diploma in Human Resources Management.
- c) A good Bachelor's degree in Human Resources Management or Business administration HR option or Industrial and Organizational Psychology or Arts, Social Sciences or Management.
- d) Computer Literacy such as MS Office Packages like Word, Excel and PowerPoint.

Competences:

- a) Planning and organizational skills
- b) Negotiation skills
- c) Communication and interpersonal skills
- d) Integrity
- e) Knowledge of labor and employment laws
- f) Attention to detail

Experience:

Experience of at least five (5) years post Bachelors' qualification in a human resource management field in a large reputable organization of at least three hundred (300) employees.

Age Limit:

The applicant must be below 55 years at the time of application.

Tenure of Appointment:

The appointment shall be for Three-years (contract renewable) after successful completion of a probation period of 6 (six) months (Where applicable).

DEPARTMENT OF BRANDING AND MARKETING

Position: Web Administrator

Number of Vacancies: 1 (One)

Reports To: Head Branding and Marketing

Job Summary:

Manage the university's online presence in coordination with the Branding and Marketing office; provide administrative and technical management of all facets of a principal university website consisting of a comprehensive range of associated web pages.

Key Duties and Responsibilities:

- a) Implement the university's web administrative related policies and procedures.
- b) Administer address assignment and access according to the university approved plan and access policy.
- c) Design, manage, update and maintain the primary university website in accordance with the university's identity guidelines and inform the university community accordingly.
- d) Integrate best practices in custom-built web applications, produce maps and visualizations of the site to help staff understand the structure and function of the website.
- e) Keep abreast of changes in social media and incorporate these within university systems.
- f) Ensure integrity of the university's online presence through monitoring web page content and servers' performance.
- g) Administer, monitor access levels and maintain records of various website hosts in the university.
- h) Develop a mechanism to analyse data to learn how users interact with the university website and block unauthorized access whenever necessary.
- i) Liaise with various university departments hosting different websites to enhance the website templates and information matrix.
- j) Manage, develop and implement blogging strategy for the university website.
- k) Draft concrete agreements, contracts and other legal documents to ensure the company's full legal rights of the website.
- l) Create and implement robust, secure and useable web applications.
- m) Provide timely accountability of activities undertaken.
- n) Create and implement schedules for people to produce or update content, conduct audits to identify content gaps, redundancies and evaluate different risk factors regarding the website operations.
- o) Implement the university's web administrative related policies and procedures.
- p) Any other relevant responsibility as may be assigned by the supervisor

Person Specifications:**The candidate must have the following qualifications:**

- a) A Master's degree in IT, computer science or any other related field with specialization in web design.
- b) Honor's Bachelor's degree with hands experience in web design and management.
- c) Relevant professional certification.

Competences:

- a) Knowledge in web design and maintenance
- b) Knowledge in managing web servers
- c) Knowledge of open-source software and relevant programming languages.
- d) Good conceptual skills
- e) Output oriented
- f) innovative
- g) Time management
- h) Networking ability
- i) Communication skills
- j) Quick learning

Experience:

Minimum of three (3) years post Bachelor's qualification experience in managing online presence of large organizations.

Age Limit:

The applicant must be below 55 years at the time of application.

Tenure of Appointment:

The appointment shall be for Three-years (contract renewable) after successful completion of a probation period of 6 (six) months (Where applicable).

FACULTY OF SCIENCE AND TECHNOLOGY

Position: Executive Assistant (Personal Assistant)

Number of Vacancies: 1 (One)

Reports To: Dean Faculty of Science and Technology

Job Summary:

Provide administrative and secretarial support to the relevant Head of Department.

Key Duties and Responsibilities:

- a) Serve as the primary point of contact for internal and external matters concerning the office of the Supervisor.
- b) Manage the Supervisor's diary appointments, records and correspondences.
- c) Schedule, organize, prioritize meetings and provide support to facilitate the smooth operation of the office of the Supervisor.
- d) Manage information flow coming to the Supervisor's Office in a timely and accurate manner.
- e) Collect and open all mails addressed to the relevant Supervisor and take necessary action as per approved procedure.
- f) Draft, type and dispatch the relevant Supervisor's correspondences.
- g) Liaise with relevant individuals, external organisations, arrange meetings and prepare agendas for the relevant meetings.
- h) Take minutes during meetings involving the relevant Supervisor when called upon.
- i) Maintain quality filing and communications systems including contact management, document management, and archiving.
- j) Manage and maintain supervisor travel arrangements in collaboration with relevant offices such as finance and procurement as and when necessary.
- k) Support the supervisor to prepare information for presentations, media interviews etc.
- l) Receive and interact with incoming visitors.
- m) Ensure highest level of confidentiality of matters concerning supervisor's office.
- n) Any other relevant duties assigned by the Supervisor.

Person Specifications:

The candidate must have the following qualifications:

- a) Honor's Bachelor's Degree in Secretarial studies/ Office practice OR Arts, Social sciences, Communication with a Diploma in office or Secretarial management studies / UNEB stage three (3) certificate in secretarial studies / office practice.
- b) Computer Literacy such as MS Office Packages like Word, Excel and PowerPoint.

Competences:

- a) Flexibility
- b) Accountability, Integrity and confidentiality
- c) Interpersonal and Communication skills.
- d) Networking
- e) Professionalism.
- f) Ability to work unsupervised
- g) Stress management and problem-solving
- h) Attention to detail
- i) Customer care
- j) Organization and Presentable

Experience:

- a) One (1) year experience in an administrative support function, preferably at Personal Assistant / administrative level.
- b) Experience of working within a university environment is an added advantage.

Age Limit:

The applicant must be below 40 years at the time of application.

Tenure of Appointment:

The appointment shall be for Three-years (contract renewable) after successful completion of a probation period of 6 (six) months (Where applicable).

APPLYING INSTRUCTIONS:

1. Interested persons who meet the requirements for any of the above positions should submit soft copies of their applications together with the following;

- a) A detailed and up-to-date Curriculum Vitae.
- b) Certified copies of academic transcripts and certificates and professional qualifications.
- c) Evidence of appointment of the relevant teaching/research positions, supervision of graduate students, and community service undertaken.
- d) Names and addresses of three referees who should be advised to send reference letters directly to the Human Resource Manager under confidential cover.

2. Submissions should be sent in soft copies to the following address not later than **18th January, 2022, 5:00 pm.**

The Human Resource Manager,

Victoria University

P.O. Box 30688 Kampala - Uganda

Email: human-resource-manager@vu.ac.ug

3. Only shortlisted candidates will be contacted.

Note: Victoria University seeks to ensure that male and female employees are given equal career opportunities. Victoria University is committed to achieving workforce diversity in terms of gender, nationality, and culture. All applications will be treated with the strictest confidentiality.

