



OFFICE OF THE HUMAN RESOURCE

ADVERTISEMENT OF POSITION

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 position as indicated below:-

ADMINISTRATIVE POSITION:

Office of the University Secretary

Position: Facilities Supervisor

Number of Vacancies: 1 (One)

Reports To: University Secretary

Job purpose:

Supervise both internal and outsourced cleaners and technical staff, ensure proper use of facilities and regularly maintain the physical environment of the University premises clean and safe.

Duties and Responsibilities:

- a) Assist the supervisor in developing a maintenance implementation plan for the University facilities.
- b) Assist the immediate supervisor in preparing the unit's operational budget.
- c) Coordinate with the Procurement officer to ensure timely procurement of required materials for maintenance as per procurement plan.
- d) Assist in ensuring that the plumbing system and electrical installations in the university are functioning properly.
- e) Regularly monitor supply and consumption of water and power and advise management.
- f) Assist in ensuring that the generators are properly used, maintained, safe and secure.
- g) Ensure that all university items are engraved.
- h) Assist the immediate supervisor in liaising with electricity distributors over power supply issues when necessary.
- i) Recommend to the procurement office obsolete items for disposal in line with approved university procedures.
- j) Any other relevant responsibility as may be assigned by the supervisor

Qualifications, Skills and Experience:

- Honour's Bachelor's degree in any field;
- Knowledge of economics or accounting will be an added advantage;
- Age Limit. 25-50 years.

APPLYING INSTRUCTIONS:

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

- Detailed and up-to-date Curriculum Vitae.
- Certified copies of academic transcripts.

2. Submissions should be sent in soft copies to the following address not later than

11th February, 2022, 5:00 pm.

The Human Resource Manager,

Victoria University

P.O. Box 30688 Kampala - Uganda

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