

BUGEMA UNIVERSITY



EMPLOYMENT OPPORTUNITIES

EXTERNAL ADVERT NO.1 OF 2026

Applications are invited from suitably qualified candidates for the following vacant positions at Bugema University. Please see the job details on Bugema University Website:

www.bugemauniv.ac.ug and submit your application through ,
humanresource@bugemauniv.ac.ug having attached relevant copies of detailed CV, certified academic transcripts, certificates and relevant appointment letters (**Online applications PDF Copies maximum 10MB**) or **seven** hard copies to the department of Human Resource Management **not later than 5:00pm, February 2nd ,2026**. Only shortlisted candidates shall be contacted for interviews. Impersonation of any nature is a criminal offense. Bugema University is an equal opportunity employer and does not charge any monies at any stage of recruitment process. Applicants who shall not hear from Bugema University on completion of the selection exercise should consider themselves unsuccessful.

For any inquiries regarding this advert, please call +256771642765.

	POST	
ADMINSTRATIVE STAFF		
1	DEPUTY VICE CHANCELLOR FINANCE AND ADMINISTRATION	Job Title: DVC Finance and Administration Institution: Bugema University Location: Main campus Department: Administration Report to: Vice Chancellor
	Job summary	DVC-Finance and Administration is a senior leadership position responsible for providing strategic financial leadership and oversight to the University. Successful candidate will lead the development and implementation of financial strategies, policies, and procedures to ensure the University's financial sustainability and growth. This role will work closely with the Vice Chancellor, University Management and Stakeholders to ensure effective financial management, budgeting and reporting.

	Key Duties and Responsibilities	<p>His/her major responsibilities shall include:</p> <ul style="list-style-type: none"> • Provide Strategic financial leadership and guidance to the University. • To be responsible for the safety of all the funds of the University. • To handle all bank accounts, being responsible for all deposits and withdrawals and for regular reconciliation of bank statements with the University account books. Opening of any bank accounts must be authorized by the University Council. • To supervise the work of the accountants and the cashier by regularly checking all cash and books of accounts. • To ensure that regular monthly budget control statements are prepared and submitted to the Vice Chancellor. • To see that a full financial statement and balance sheet is prepared monthly according to specifications laid down by the East Central Africa Division. • To give overall supervision of any subsidiary activities carried out by the business office such as operation of the farm and other industries. • To approve all financial arrangements made by the students or prospective students for payment of fees. • To prepare a university budget in consultation with the Vice-Chancellor for Presentation to the University Council. • To be responsible for keeping all expenditure within the operating budget or with such other amounts as are approved by the University Council. • To approve all purchase orders or contracts for construction of buildings, equipment, or other contracts or purchases other than for routine purchase of supplies which he/she may delegate to a purchasing agent or to department heads. • To be responsible for the maintenance and repair of buildings and equipment including University owned vehicles. • To be responsible for all financial arrangements with the University staff and employees in conjunction with the Administrative Board. He/she may delegate this authority to the work Co-ordinator.
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	<ul style="list-style-type: none"> • To ensure that all University employees and property is protected by adequate insurance policies. <p>*As he/she relates to faculty and other staff members, he/she is expected to:</p> <ul style="list-style-type: none"> • Provide for all payroll and other proper disbursements and transactions with university employees, and properly account for the same. • Provide suitable personnel, either students or non-student, for the maintenance and operation of all industrial and service departments. • Provide prompt and adequate repairs and maintenance for all University equipment and buildings within budget limitations. • Provide suitable supplies and equipment for the operation of teaching, industry and service departments within budget limitations. <p>*As he/she relates to students and their organizations, he/she is expected to provide for:</p> <ul style="list-style-type: none"> • Provide banking facilities for students and students organizations. • Provide prompt and accurate statements of accounts to their sponsors. • Advice and counsel to student officers concerning the business affairs of student organizations and publications. • Audit of the financial records of organization, with a statement of opinion of their accuracy and reasonableness. <p>*As a custodian of all University property, he/she is expected to:</p> <ul style="list-style-type: none"> • Have charge of all physical property belonging to the university and keep an accurate inventory. • Maintain in a safe place, all funds, securities, deeds, instruments and other documents and valuable property of the university. • Make certain that all property of the university subject to damage or are hazardous to life are continually insured against loss to the University in amounts deemed reasonably by proper insurance counsel. <p>*As he/she relates to the community, he/she is expected to:</p>
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	<ul style="list-style-type: none"> • Promote harmonious relations with all University suppliers and customers of university enterprises so that the University as an institution may have an effective Christian witness. • Sign cheques and official documents in the name of the university when authorized by the charter, by law in consultation with the Vice Chancellor. • Supervise all University accounts and provide adequate records of transactions with all persons and firms doing business with the University. • Supervise the receipt of all revenue from the University from whatever source, and properly account for and safeguard them until disbursed according to the budget plans. • Control expenditure in harmony with the budget approved by the University Council, or for which the Council has made specific appropriations. • Any other duties may be reasonably assigned from time to time by the Vice Chancellor.
	<p>Job Specifications</p> <p>Minimum requirements.</p> <ul style="list-style-type: none"> • Master's degree in Finance, Accounting, Business Administration and Management. • Must have a PHD in any of the above. • Professional qualifications such as ACCA, CPA, CIA and a member of a recognized accounting body. • Be at least at the level of Associate Professor. • Subscription to Bugema University norms and core values is a must. <p>Experience</p> <ul style="list-style-type: none"> • 10+ years of senior financial strategic leadership and management experience in a reputable University or equivalent in reputable organization. <p>Personal Attributes</p> <ul style="list-style-type: none"> • High level of maturity. • Proven financial management, strategic planning, and leadership skills. • Strategic thinker with ability to lead change. • Evidence of management in a large reputable organization and mobilization of funds.

		<ul style="list-style-type: none"> • Must have excellent Communication, interpersonal and leadership skills. • Demonstrate evidence of negotiation skills. • Demonstrate evidence of team leadership. • Demonstrate evidence of ability to handle students' community. • Ability to comprehend and implement the strategic plan of the University. • Good Financial record of accomplishment. • Evidence of capacity to mobilize resources. • Evidence of resource mobilization in the last five years. • Evidence of involvement in leadership of investment project, experience in planning and budgeting. <p>REMUNERATION</p> <ul style="list-style-type: none"> • An attractive remuneration package that is in accordance with the University terms of service. <p>TENURE OF APPOINTMENT</p> <ul style="list-style-type: none"> • Five- years' renewable contract upon satisfactory performance.
2	DVC- Development	<p>Job Title: DVC-development Institution: Bugema University Location: Bugema University Main Campus Report to: DVC – Finance</p>
	Job Summary	We seek a visionary leader to oversee our development efforts, providing strategic direction and leadership in fundraising, alumni relations, community engagement. If you are a collaborative and results-drive professional with a passion for education; we want to hear from you.

	<p>Key Duties and Responsibilities</p>	<p>The DVC Development shall:</p> <ul style="list-style-type: none"> • Be the third Deputy Vice-Chancellor and in the absence of Second DVC to perform the functions of the Vice Chancellor. • Be responsible for identifying and carrying out appropriate development planning. • Develop and implement programs focused on planning to give, endowment funds, Foundations, and funds by the missions, arms and objectives as well as the strategic plan of the University. • Monitor and coordinate the infrastructure development of the University based on the Master Plan, including co-ordination of site visits by contractors as well as receiving progressive reports on ongoing construction projects. • Develop systems that will facilitate the preparation and submission of grant proposals from both academic and non-academic staff. • Mobilize, build, and strengthen the network of individuals, alumni, corporations, and organizations that contribute to the development of the University. • Act as liaison between funding sources and maintain personal contact with representatives for funding sources. • Work as a steward of foundations and corporations that have provided support for institution projects. • Act as liaison officer between the Government and University on matters affecting the Bugema University Community. • Develop and implement comprehensive fundraising strategies and plans. • Link with stakeholders, institutions, and various agencies with a view of fostering and enhancing the development of the University. • Ensure the production of materials and activates intended for fundraising. • Supervise the development and alumni affairs support staff as well as volunteers in the
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	<p>implementation of development and alumni affairs programs.</p> <ul style="list-style-type: none"> • Liaise with the Deputy Vice-Chancellor Finance and Administration on the utilization of donated funds, timely completion of projects accurately documentation, and prompt reporting as per agreements with donors. • Cultivate and secure major gifts, grants, and partnerships. • Evaluating the profitability of each enterprise /project for sustainable growth and development. • Oversee development team, fostering a culture of philanthropy. • Lead alumni engagements and stewardship efforts. • Serve as a secretary of University Investment Committee. • Perform any other duties that will be assigned from time to time by the University Administration.
Personal Specification	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Master's Degree in Business Administration, Management, Education, Development, Project planning and Management. • PhD preferred. <p>Experience.</p> <ul style="list-style-type: none"> • Minimum 10 years of experience in fundraising, development, or related field. • Proven record of accomplishment in leadership, strategic planning, and resource mobilization. • Experience in academic planning, budgeting and resource allocation. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Strategic planning and implementation • Leadership and management • Fundraising and resource mobilization • Financial management and budgeting • Project management • Change management and innovation

		<ul style="list-style-type: none"> • Visionary leader with a strong sense of purpose • Strong networking and relationship building skills • Strategic thinker with entrepreneurial spirit • Excellent communication and interpersonal skills • Strong analytical and problem-solving skills • Ability to work under pressure and manage multiple tasks. • Commitment to academic excellence and institutional development. • Integrity, transparency, and accountability • Subscription to Bugema University norms and core values is a must <p>REMUNERATION An attractive remuneration package that is in accordance with the University terms of service</p> <p>TENURE OF APPOINTMENT Three years renewable contract upon satisfactory performance</p>
3	Campus Director	<p>Job Title: Campus Director Institution: Bugema University Location: Kampala Campus Report to: Vice Chancellor</p>
	Job Summary	A Campus Director is the senior leader responsible for overseeing the overall operations, administration and strategic direction of an education institution's campus. This role ensures that academic programs, student services and campus facilities run smoothly, efficiently and in alignment with the institution's mission and regulatory requirements.
	Duties & Responsibility	<ol style="list-style-type: none"> 1. Control, supervisor and administer the daily activities at Kampala campus. 2. Ensure effective maintenance and utilization of the infrastructure at campus. 3. Receive and authorize bills from all departments before submission to the DVC, Finance and Administration. 4. Report academic matters and all other activities to DVC Academics. 5. Act as a liaison between the campus and the University Administration.

	<ol style="list-style-type: none"> 6. Work with the registrar to ensure that all students at the respective campus are fully registered. 7. Mobilize staff for students' recruitment and promotion of programs offered at that campus. 8. Ensure that lecturers have been identified with the help of Deans of schools. 9. Ensure that the identified lecturer teaches every course in the schedule. 10. Monitor the submission of examinations to respective departments. 11. Ensure that examinations have been received on time for safe custody and administration. 12. Ensure that students and employees comply with the university's policies and regulations. 13. Ensure that grades are turned in on time. 14. Keep up-to-date records of each student studying at the campus. 15. Update the University Administration on the progress and needs of the campus. 16. Give an annual report on the progress of the campus to the administrative board. 17. Ensure that the welfare of students and workers is well attended to. 18. Ensure proper maintenance and sanitation at the campus. 19. Receive visitors on the advice of the University Administration to campus. 20. Link the campus with local government and other universities. 21. Develop programs and activities that promote research and publication, conferences and seminars. 22. Conduct evaluations of faculty and staff members periodically and submit reports to DVC Academics. 23. Teach at least one (1) course of 3 to 4 credits. 24. Have general superintendence over the academic and administrative affairs of the campus. 25. Have administrative control over the officers, faculty and other employees at the respective campus. 26. Coordinate with the HRM and relevant offices in the recruitment and selection of qualified and competent staff. 27. Act as liaison between the respective campus and the main campus. 28. Preside over the meeting at the campus.
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		29. Exercise and perform such other relevant function as reasonably assigned.
	Job Specifications	<p>Minimum Requirements</p> <ul style="list-style-type: none"> • Master's Degree in Education, Public Administration, Management or relevant field. • Must have a PHD in any of above. • At least a diploma in Education is an added advantage. <p>Experience</p> <ul style="list-style-type: none"> • 5- 10 years of leadership experience in Academia or Management. • Experience with budget Management. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Visionary leadership • Decisive skills • Communication skills • Problem -Solving abilities • Interpersonal skills • Organizational Skills • Student -Centered Focus • Strategic thinking • Crisis Management • Ethical Integrity • Passion for Education • Technology Savvy <p>RENEMERATION</p> <ul style="list-style-type: none"> • An attractive renumeration package according to terms and conditions of employment. <p>TENURE</p> <ul style="list-style-type: none"> • Three years renewable contract upon satisfactory performance.

4	Internal Auditor	<p>Job Title: Internal Auditor Institution: Bugema University Location: Main Campus Report to: Vice Chancellor</p>
	Job Summary	<p>We are seeking a highly skilled and experienced Internal Auditor to join our team. As an Internal Auditor, you will provide independent and objective assurance and consulting services to the University, evaluating and improving the effectiveness of risk management, control, and governance processes.</p>
	Key Duties and Responsibilities	<p>The internal auditor shall:</p> <ul style="list-style-type: none"> Perform and control full audit cycle including risk management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations. Determine internal audit scope and develop annual plans. Obtain, analyze, and evaluate accounting documentation, previous reports, data, etc. Prepare and present reports that reflect the audits results and document the process. Act as an objective source of independent advice to ensure validity legality and goal achievement. Identify loopholes and recommend risk aversion measures and cost savings. Maintain open communication with management and the audit committee. Document process and prepare audit findings memorandum. Conduct follows up audits to monitor management's intervention. Engage in continuous knowledge development regarding Bugema University's rules and regulations best practices, tools, techniques and performance standards. Perform any other duties that may be assigned to you by your immediate supervisor.

	Job Specifications	<p>Minimum requirements</p> <ul style="list-style-type: none"> • Bachelor's degree in Business Administration, Commerce, Finance or any other relevant Degree with Accounting/Auditing Option) from a recognized institution. • A masters in any of the above is an added advantage. • Must be certified Public Accountant with CPA/ACCA/CIA/ and a member of a recognized accounting body. • Computer knowledge and skills in Microsoft Word, Excel, PowerPoint and the Internet are mandatory. • Working experience of at least six (6) years in financial management from a reputable organization. • A valid Tax Compliance Certificate (TCC) from Uganda Revenue Authority.
		<p>Personal Attributes</p> <ul style="list-style-type: none"> • Paying attention to detail and result-oriented person. Internal auditors need to have a keen eye for detail and be able to spot discrepancies and anomalies in financial records and other documents. • Excellent oral and written communication skills to work effectively with colleagues from all parts of the institutions. • Developing the ability to handle the stresses that come along with the job. • Must have high levels of integrity. • Time management skills to work on several different documents in a stipulated timeframe. • Teamwork skills and patience. • Able and willing to work under pressure to improve the overall performance of the university. • Independence and Objectivity • Ability to work collaboratively and influence stakeholders • Subscription to Bugema University and Core values is a must <p>REMUNERATION</p> <p>An attractive Salary according to Bugema University terms of service</p>

		<p>TENURE</p> <p>Three years renewable contract upon satisfactory performance</p>
5	Chief Security Officer	<p>Title: Chief Security Guard Institution: Bugema University Location: Main Campus Department: Security Report to: Human Resource Manager</p>
	<p>Key Duties and Responsibilities</p> <p>Job specifications</p>	<p>The Chief Security Guard shall:</p> <ul style="list-style-type: none"> Daily assign work and deploy security personnel to all strategic location on campus daily. Monitor and supervise security guards to ensure that they execute their work. Draw out the daily work schedules for security personnel. Submit requisition for supply of security utilities through the Human Resource Manager. Submit weekly performance reports to the Human Resource Manager. Train and orient newly recruited security personnel into the security department. Ensure and maintain discipline among the security staff. Receive daily security reports from subordinates to ensure effective monitoring of security operations. Participate in the spiritual and other co-curricular activities Attend to spiritual needs of both students and staff as requested by the Chaplain. Carry out any other duties as may be reasonably assigned by the Administration. <p>Minimum requirements.</p> <ul style="list-style-type: none"> Bachelor's degree in a relevant field (e.g., Security Studies, Criminology, Law Enforcement, Public Administration, Management, Education etc.) Master's degree or professional certification (e.g., CPP, etc.) preferred. Minimum 10 years of experience in security management, including at least 5 years in a senior leadership role.

		<p>Proven record of accomplishment of developing and implementing effective security strategies.</p> <p>Strong leadership, communication, and interpersonal skills.</p> <p>Ability to work independently and as part of a team</p> <p>Familiarity with Ugandan laws and regulations related to security and emergency management.</p> <p>Experience with security technologies and systems (e.g., CCTV, access control, etc.)</p> <p>Being role model to all security guards.</p> <p>Subscription to Bugema University norms and core values is a must.</p> <p>Personal Attributes</p> <p>Strong sense of integrity and ethics</p> <p>Excellence analytical and problem-solving skills</p> <p>Ability to work under pressure and manage crisis situations.</p> <p>Effective communicator with ability to interact with diverse stakeholders.</p> <p>Strong leadership and management skills</p> <p>Commitment to creating a safe and secure campus environment</p> <p>REMUNERATION</p> <p>An attractive remuneration package according to Bugema University terms of service</p> <p>TENURE</p> <p>Three years renewable contract upon satisfactory performance</p>
6	Farm Manager	<p>Job Title: Farm Manager</p> <p>Institution: Bugema University</p> <p>Location: Main Campus</p> <p>Report to: DVC- Finance and Administration</p>
	Job Summary	We are looking for a hands-on – Farm manager to oversee our university farm's operations, leading agricultural production, research, and training. You will manage staff, plan projects, and support the University's academic mission.

	<p>Key Duties and Responsibility</p> <ul style="list-style-type: none"> • Supervise all the staff of the farm, students, and interns • Oversee daily farm operations (crop and livestock production and maintenance) • Plan to cultivate, planting, and harvesting schedules. • Ensure the livestock are kept healthy by ensuring the spraying and any necessary vaccinations are done as required. • Maintain proper livestock, products and supplies inventory procedures. • Costing and pricing of products and communities in consultation with the Auxiliary Enterprises Manager. • Prepare annual budgets of the farm units. • Ensure that all the required supplies and implements are requested for in good time and are available when and as required. • Ensure cleanliness and proper hygiene in all production areas. • Plan for expansion and growth in consultations with the Auxiliary Enterprise Manager. • Ensure that monthly physical inventory is taken, and list submitted to the Chief Accountant. • Maintain proper and up to date inventory, purchase, sales, and cash records. • Ensure departmental and other charges are submitted to the Chief Accountant on the due dates every month. • Evaluate farm workers annually. • Any other duty may be assigned from time to time
	<p>Job Specifications:</p> <p>Minimum requirements.</p> <ul style="list-style-type: none"> • Bachelor of Science in Agriculture in Crop Science, Agribusiness Innovation and Management, or related field • Masters in any of above is an added advantage <p>Experience</p> <ul style="list-style-type: none"> • Minimum 3-5 years of experience in farm management

		<p>Personal Attributes</p> <ul style="list-style-type: none"> • Strong leadership, communication, and problem-solving Skills • Ability to work independently and as part of a team • Passion for agriculture and sustainability • Familiarity with sustainable farming practices and agricultural technologies • Passion for agriculture and commitment to student learning and development <p>REMUNERATION</p> <ul style="list-style-type: none"> • An attractive remuneration package that is in accordance with the University terms of se
		<p>TENURE</p> <ul style="list-style-type: none"> • Three years renewable contract upon satisfactory performance.
7	HUMAN RESOURCE MANAGER	<p>Job Title: Human Resource Manager Institution: Bugema University Location: Main Campus Report to: DVC- Finance and Administration</p>
		<p>Job Summary</p> <p>The Human Resource Manager will be responsible for managing the entire lifecycle of human resources within the University, including the Entry, Stay and Exit processes, ensuring compliance with Uganda Labor Laws, University policies and procedures, and fostering a positive work environment that promotes employee engagement and development. The successful candidate will provide Strategic HR leadership and Support to the University's management team, promoting our Vision of Excellence in Service.</p>
		<p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> • Be responsible for general administrative issues under the direction of the Deputy Vice Chancellor (Finance and Administration) • HR Records Management: Maintain accurate and confidential employee records, ensuring data protection and confidentiality.

	<ul style="list-style-type: none"> • Maintain employee service records (retirement plan records) for all employees (salaried and hourly rated) • Liaises with other heads of Sections • Talent Acquisition and Management: Manage recruitment, selection, and onboarding of staff, ensuring alignment with University Values and Mission. • Recommend to the Administrative committee, through Non – Academic Appointment and Promotion Committee, and the academic appointments and promotion committee, the employment of personnel. • Employee Relations: Foster positive employee relations, handle grievances, employee and resolve conflicts in a fair and timely manner. • Benefits Administration: Oversee employee benefits, compensation, and perks, ensuring compliance with university policies and relevant laws. • Training and Development: Coordinate training, development programs, performance management, promoting employee growth and spiritual development. • HR policies and procedures: Develop, implement, and enforce HR policies, ensuring alignment with ECD and GC policies. • Compliance: Ensure compliance with labor laws, regulations and university policies, maintaining a safe and respectful work environment. • Employee Engagement: Promote employee engagement, wellness, and retention initiatives, fostering a culture of care and compassion. • Strategic HR Planning: Provide Strategic planning and support to University Management, promoting a culture of excellence in service. • Coordinate with departmental heads, Deans and other Chairpersons for orientation of employees regarding employment policies. • Design instruments for appraisal, promotion and deployment of staff and faculty in liaison with the Deputy Vice – Chancellors • Review staff salaries, terms and conditions of service and other related benefits and recommend any changes which can create performance.
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	<ul style="list-style-type: none"> • Process and Coordinate leave applications such as annual leave, biennial, sick, compassionate and maintain proper records pertaining to the same. • Process terminations and retirement benefits and any other related issues for all employees. • Receive, interpret and implement current labor regulations from the Central and Local Governments, educate workers and provide linkages for the same. • Exit Management: Manage Employee separations, including terminations and resignations, ensuring dignity and respect for all parties. • Carry out any other duties that may be assigned by the Deputy Vice -Chancellor Finance and Administration. <p>Minimum requirements</p> <ul style="list-style-type: none"> • Bachelor's degree in Human Resource Management from a recognized University. • Professional Certificate in CRM, CHRA, SHRM-CP, HRCI, APCSHRM, ADPM, is a must. • Certificate in Administrative law is any added advantage. • Masters in Human Resource Management (Preferred) • Must be a registered member with Association of Human Resource Managers (AHRM) of Uganda. <p>Experience</p> <ul style="list-style-type: none"> • Minimum 2-6 years of HR experience in a reputable university/ Organization. • At least two years in senior HR leadership and management in a University. • Strong understanding of labor laws, HR best practices and University policies. • Subscription to Bugema University norms and core values is a must. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Excellent Communication Skills • Strong Internal Personal Skills • Emotional Intelligence • Strategic Thinker
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	<ul style="list-style-type: none"> • Problem solving and adaptability skills • Business Acumen • Analytical Skills • Leadership Skills • Leadership Skills • Strategic thinking Skills <p>Remuneration</p> <ul style="list-style-type: none"> • An attractive remuneration package in accordance with the University terms of service. <p>Tenure</p> <ul style="list-style-type: none"> • Five-year renewable contract upon satisfactory performance.