

ADVERT FOR THE POSITION OF UNIVERSITY SECRETARY

AT THE UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY (UTAMU)

Uganda Technology and Management University (UTAMU) is a private University in Uganda founded in 2012 and licensed by the National Council for Higher Education (NCHE) to do teaching, research and community engagement. UTAMU offers experiential and outstanding learning and teaching for 21st Century students through an enriched learning experience that blends face to face and virtual learning.

The university combines Management and Technology in all its programmes and has highly qualified and experienced faculty in these two broad disciplines. The aim of offering management and technology modules in all our programmes is to equip all our graduates with skills required for 21st century workers namely; critical thinking and problem solving, communication, collaboration, and creativity and innovation.

Its vision is a global center of excellence in management, administration, science, and technology education while its mission is to be a leader in providing quality Education, Research and Innovation critical to socio-economic and human development.

Its values include:

1. **Professionalism**
2. **Creativity**
3. **Integrity**
4. **Transparency**
5. **Empowerment; and**
6. **Community Engagement**

UTAMU now invites applications from suitably, qualified applicants for the position of University Secretary.

Job Description

The University Secretary shall:

- (i) Be the Secretary to the University Council and its committees;
- (ii) Be the custodian of the University Seal, legal documents and other University records and University assets;
- (iii) Be responsible for the steward of the constitutional and business rules of procedure, coordinating the flow of business in terms of both timing and content, recording of discussions or decisions of the University Council and transmitting them to relevant University organs or officers through the University system;
- (iv) Without loss of generality to (iii) above, be responsible for transmitting to Board of Directors the business from the University Council;
- (v) Be responsible for receiving the decisions of the Board of Directors and transmitting them to relevant University organs or officers through the University system;
- (vi) Monitor and report to the University Council, the status of implementation of the decisions of both the Board of Directors and the University Council;
- (vii) Be responsible for the operation and conduct of the University Council business and in ensuring that appropriate rules of procedure are followed and, irrespective of any other functions that s/he may have within the University, when dealing with the University Council business s/he shall act on the instruction of the University Council itself;
- (viii) Be responsible for Legal Services, Estates and Security in the University;
- (ix) Ensure that the University publications such as the University calendar, University prospectus, staff handbook, headed paper, diaries, statutes, policies, University gazette, handbook on (administrative) procedures are updated and / or released regularly; and
- (x) Undertake any other duties assigned by either the Chairperson of the University Council or the Vice Chancellor.

Qualifications and Experience

The University Secretary shall be a holder of Master's degree and a Bachelor of Laws degree from a recognised Institution. He/she shall be an advocate of the High Court and shall possess a minimum of six (6) years of relevant managerial experience from a reputable organisation. Being a member of the Institute of Chartered Secretaries and Administrators or Institute of Chartered Public Accountants of Uganda shall be an added advantage.

Terms and Conditions of Service

1. A University Secretary is a member of Top University Management.
2. The remuneration of the University Secretary is as per the University Salary Scale UA3 for the 3rd level of Top University Management and is very attractive.

The University Secretary shall be appointed on terms and conditions determined by the University Council for a term of four (4) years and shall be eligible for re-appointment for one more term.

How to Apply

1. Interested persons who meet the minimum requirements for the position of University Secretary should submit their applications together with the following:
 - a) A detailed and an up-to-dated Curriculum Vitae;
 - b) Certified copies of academic transcripts and certificates and professional qualifications; and
 - c) Names and addresses of three referees who should be advised to send reference letters direct to the University Controller under confidential cover.
2. Submissions should be sent in either:
 - a) **Hard copies** to the following address:
University Controller
**Uganda Technology and Management University,
Plot 6 and 8 Erisa Road, Kiswa Bugolobi
P.O. Box 73307, Kampala Uganda**
 - Or
 - b) Email **Soft copies** to: hr@utam.ac.ug
3. Deadline for submission is **Friday, 30th October 2020 at 5.00 pm** East African time.

Only shortlisted candidates will be contacted.

“UTAMU is an Equal Opportunity Employer”

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