



UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY

**UTAMU**

**POLICY ON APPOINTMENT AND PROMOTION OF  
ADMINISTRATIVE STAFF AS**

**APPROVED BY THE UNIVERSITY COUNCIL**

**AT THE 1ST MEETING HELD ON 25<sup>TH</sup> APRIL 2013**

***Amended at the 5<sup>th</sup> Meeting of University Council held on 11th June 2015***

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## **1. INTRODUCTION**

Uganda Technology and Management University (UTAMU) has positioned itself as a high quality education and research institution in the region. Furthermore the University has positioned itself to undertake consultancy, knowledge transfer partnerships and business incubation.

**The Vision** of Uganda Technology and Management University is “To be a global educational institution for management, science, technology and innovation” and

**The Mission** of the university is “To provide global quality education, Research and innovation critical to economic and human development.

UTAMU is aware that their administrative staffs are essential to its success in supporting University management and academic staff to deliver on the overall University mandate. The University therefore needs to be able to attract and retain the best of the best staff.

Therefore a strategic and professional approach to recruitment of the administrative staff that is open and transparent has been developed in the Administrative Staff Appointments and Promotions Policy. The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the University principles and other existing policies.

Uganda Technology and Management University is strategically positioning itself in the region as the best employer and higher education provider. Therefore the remuneration, job requirements and the recruitment process have been clearly thought out in order to recruit the best administrative staff in the Higher Education Sector in the region using a less bureaucratic process.

## **2. CORE PRINCIPLES**

- UTAMU has a code of conduct of open competition in its approach to recruitment which is in line with its Quality Assurance Policy.
- UTAMU, through its Administrative Staff Appointments and Promotions Policy will seek to recruit the best person for the job based on merit.
- UTAMU adheres to equal opportunities employment and encourages the recruitment of staff irrespective of their nature. UTAMU will make the recruitment process very transparent at all stages of the recruitment process in order to select the best of the best candidate to undertake the post.
- UTAMU will make sure that the recruitment and selection process is undertaken in a professional, timely and responsive manner and in accordance with all existing University Policies.
- UTAMU will ensure that appropriate training, development and support is offered to those involved in recruitment and selection activities in order to have a smooth selection process.
- UTAMU will ensure that its recruitment and selection process is cost effective.

- If a member of the Administrative Staff Appointments Committee has personal or is related with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All documentation relating to applicants will be treated with confidentiality in accordance with the Data Protection Act.

### **3. ADMINISTRATIVE STAFF**

#### **3.1. MANAGER**

The Appointments Board shall appoint a Manager from among the best three candidates recommended by the University Management. The candidates shall possess a minimum of 5 years of relevant experience, 3 of which shall be at the level of at least a Principal Officer or equivalent in a reputable academic and / or corporate or government institution.

The Appointments Board shall promote a Principal Officer to the position of Manager after serving a minimum of three years at the level of Principal Officer to the satisfaction of the University Management and subject to an opening of a position of Manager in the same line of responsibility.

For anyone to be appointed or promoted to the position of Manager, he/ she must possess a minimum of a master's degree in the respective discipline and a full professional qualification where applicable.

The Manager shall hold office for a period of five years and shall be eligible for re-appointment subject to satisfactory performance. The Manager shall be responsible to the Director.

That the appointment of a member of Administrative Staff at rank of Manager shall be terminable by the University with either notice in writing of three months or without notice but with three months payment in lieu; and the same conditions shall apply when a Staff at rank of Manager decides to resign.

#### **3.2. PRINCIPAL OFFICER**

The Appointments Board from among three ranked candidates recommended by the University Management shall appoint a Principal Officer. The candidates shall possess a minimum of 5 years of relevant experience, 3 of which shall be at the level of at least a Senior Officer or equivalent in a reputable academic and / or corporate or government institution.

The Appointments Board shall promote a Senior Officer to the position of Principal Officer after serving a minimum of three years at the level of Senior Officer to the satisfaction of the University Management and subject to an opening of a position of Principal Officer in the same line of responsibility.

For anyone to be appointed or promoted to the position of Principal Officer, he/ she must possess a minimum of a master's degree in the respective discipline and a full professional qualification where applicable.

The Principal Officer shall hold office for a period of 4 years and shall be eligible for re-appointment subject to satisfactory performance. The Principal Officer shall be responsible to the Manager.

That the appointment of a member of Administrative Staff at rank of Principal Officer shall be terminable by the University with either notice in writing of two months or without notice but with two months payment in lieu; and the same conditions shall apply when a Staff at rank of Principal Officer decides to resign.

### **3.3. SENIOR OFFICER**

A Senior Officer shall be appointed by University Management and ratified by Appointments Board. The candidates shall possess a minimum of 5 years of relevant experience, 3 of which shall be at the level of at least Officer or equivalent in a reputable academic and / or corporate or government institution.

The Appointments Board shall promote an Officer to the position of Senior Officer after serving a minimum of three years at the level of Officer to the satisfaction of the University Management and subject to an opening of a position of Senior Officer in the same line of responsibility.

For anyone to be appointed or promoted to the position of Senior Officer, he/ she must possess a minimum of a master's degree in the respective discipline and a partial professional qualification where applicable.

The Senior Officer shall hold office for a period of 3 years and shall be eligible for re-appointment subject to satisfactory performance. The Senior Officer shall be responsible to the Principal Officer.

That the appointment of a member of Administrative Staff from the rank of Senior shall be terminable by the University with either notice in writing of one month or without notice but with one month payment in lieu; and the same conditions shall apply when a Staff at rank of Senior Officer decides to resign.

### **3.4. OFFICER**

An Officer shall be appointed by University Management and ratified by Appointments Board. The candidates shall possess a minimum of 1 year of relevant experience in a reputable academic and / or corporate or government institution.

The Appointments Board shall promote an Assistant Officer to the position of Officer after serving a minimum of one (1) year at the level of Assistant Officer to the satisfaction of the University Management and subject to an opening of a position of Officer in the same line of responsibility.

For anyone to be appointed or promoted to the position of Officer, he/ she must possess a minimum of a Bachelor's degree or equivalent in the respective discipline.

The Officer shall hold office for a period of 3 years and shall be eligible for re-appointment subject to satisfactory performance. The Officer shall be responsible to the Senior Officer. 5

That the appointment of a member of Administrative Staff from the rank of Officer shall be terminable by the University with either notice in writing of one month or without notice but with one month payment in lieu; and the same conditions shall apply when a Staff at rank of Officer decides to resign.

### **3.5. ASSISTANT OFFICER**

An Assistant Officer shall be appointed by University Management and ratified by Appointments Board.

For anyone to be appointed an Assistant Officer, he/ she must possess a minimum of a diploma in the respective discipline.

The Assistant Officer shall hold office for a period of 3 years and shall be eligible for re-appointment subject to satisfactory performance. The Assistant Officer shall be responsible to the Officer.

That the appointment of a member of Administrative Staff from the rank of Assistant Officer shall be terminable by the University with either notice in writing of one month or without notice but with one month payment in lieu; and the same conditions shall apply when a Staff at rank of Assistant Officer decides to resign.

### **4.0 DISMISSAL**

That in cases where a staff is ultimately dismissed because of proven incompetency, abscondment from duty, gross abuse of office, theft, sexual harassment, changing students' results and any other serious offense; he / she should not be given any payment in lieu.