

EMPLOYMENT OPPORTUNITY FOR POSITION OF UNIVERSITY SECRETARY

Busitema University is a Public University established by Statutory Instrument No. 22, 2007 enacted by Parliament of Uganda on May 10, 2007. Busitema is a Multi Campus University located in Eastern Uganda. Applications are invited from suitably qualified candidates to fill the position of University Secretary.

Details about the Job

Job Title: University Secretary
Organization: Busitema University
Duty Station: Busia, Uganda
Reports to: Vice Chancellor
Salary scale: PU3 NTNNSC

Job Summary:

The University Secretary will support the institution through the provision of general administration of the University, including custody of the Seal and Administration of its Assets.

Key Duties and Responsibilities:

The University carries out the following duties and responsibilities;

- i) Serves as the Secretary to the University Council and its Committees, providing guidance to the Vice Chancellor and the Management team to facilitate Council in decision making and governance.
- ii) Serves as the Accounting Officer of the University.
- iii) Responsible for the proper management of the University inventory and safe custody of all assets of the University including the Seal and records.
- iv) Directs the proper utilisation and accounting for the fiscal resources and other assets of the University as a designated Accounting Officer and reports to the Vice Chancellor .
- v) Supervises the preparation of the University annual budget and work plans and their implementation.
- vi) Manages and administers the human, fiscal and physical resources of the University in accordance with the existing laws, policies, regulations, guidelines, approved annual work plans and budgets.
- vii) Communicates, interprets, guides and provides technical support in the implementation of Council policies and resolutions.
- viii) Enforces accountability and transparency in the management and delivery of university administrative and financial services in line with existing laws, policies, regulations, guidelines and Council resolutions.
- ix) Supervises the procurement of university works, goods and services and disposal of assets in accordance with the appropriate laws, policies, regulations and guidelines.
- x) Promotes linkages between Schools, Institutes, Centres or other Academic bodies, Management, Council, Line Ministries, and other stakeholders for effective implementation of university programmes, operations, and policies and enhancing collaborative networks.

- xi) Sets performance targets, supervises, mentors and appraises staff of the Office of the University Secretary.
- xii) Coordinates the provision of legal services and representation of the University in cases of civil litigation.
- xiii) Coordinates the timely response to audit queries that may arise from authorities and reports to Council the outcomes thereof
- xiv) Responsible for security at the University.

Qualifications, Skills and Experience:

- i) The ideal candidate for the University Secretary vacancy should be a Ugandan citizen holding an Honours Bachelor's Degree.
- ii) A Master's Degree in any of the areas of Business Administration / Management / Planning /Human Resource, Public administration, Social Sciences, Accounting and Finance, economics, education management, leadership or policy or Law from a recognized institution of Higher Learning.
- iii) Additional related Professional Qualifications, Administrative Law (except for lawyers), Financial Management are added advantage.
- iv) Experience in financial management systems like IFMIS, PBS, HCM and other related systems will be an added advantage.
- v) A minimum of eight (8) years of relevant working experience of administration/management in a recognized institution of Higher Learning or reputable organisation, five (5) of which served at a senior level.
- vi) Provide evidence of having five (5) years' work experience in a recognized/reputable organization worth a budget of at least UGX 30bn or higher.
- vii) Good understanding of the legal and regulatory framework governing higher education in Uganda
- viii) The applicant must be industrious, self-driven and ready to work for long hours
- ix) Evidence of Excellent track record with high level of integrity, interpersonal skills and excellent communication skills.
- x) Exhibit High competence in contemporary information and communication technology.
- xi) The candidate shall be below 60 years of age by close of applications.

Tenure of service:

Five (5) years contract renewable once, upon satisfactory performance

How to Apply: All suitably qualified candidates for this managerial vacancy should submit applications in **triplicate** duly signed and accompanied by detailed curriculum vitae, recent 3 passport photos, contact addresses and names of three referees addressed to: **The Chief Human Resource Management, Busitema University, P.O. Box 236 Tororo / 226 Busia** or at the **Liaison Office at Lincoln Flats Block A, Room A1 Makerere University** not later than January 30, 2026 **at 5.00pm.** **NB:** The applicants should make sure that at least two Referees have forwarded references concerning their applications by close of application.

Signed:



Date: January 6, 2026

Dr. Mercy Wanyana Mugonola
Chief, Human Resource Management