

MUNI UNIVERSITY



EMPLOYMENT OPPORTUNITY (External Advertisement No. 1/2024)

April, 2024

ADVERTISEMENT FOR THE POSITION OF DEPUTY VICE CHANCELLOR, ACADEMIC AFFAIRS

Muni University (MU) is one of the Public Universities in Uganda. It was established by the Parliament of Uganda through **Statutory Instrument No. 31 of 9th July 2013**, in accordance with **The Universities and Other Tertiary Institutions Act (2001) as amended**.

The University is located on Muni Hill in Arua City, about 3 kms from the City Center. It is strategically located in a sub-region that is bordered by Democratic Republic of Congo on the West and South Sudan in the North. This positions the University uniquely in the sense that its programmes and activities stretch to both Democratic Republic of Congo and South Sudan.

Muni University is a unique institution which has adopted a blended learning approach to education focusing mainly on Entrepreneurial Technoscience with emphasis on ICT, Health, Science, Education, Climate-Smart Agriculture, Energy and Engineering.

The University currently offers undergraduate and post graduate programmes in the Faculty of Health Sciences, Faculty of Techno-Science, Faculty of Agriculture and Environmental Sciences, Faculty of Education, Faculty of Science, and Faculty of Management Sciences.

Vision

Muni University aspires to be *a model University of transformation and development*.

Mission

In the pursuance of its vision, Muni University shall *provide quality education, generate knowledge; promote innovation and community empowerment for transformation*.

Motto

The motto of the University is: ***“Transforming Lives”***.

Core Values

Muni University espouses the following values in pursuit of its mission:

- a) Quality
- b) Equity
- c) Responsiveness
- d) Professionalism
- e) Innovativeness

The University therefore seeks applications for the position of Deputy **Vice Chancellor, Academic Affairs**.

Job Title: DEPUTY VICE CHANCELLOR, ACADEMIC AFFAIRS		
Salary Scale	PU2	Tenure - 5 Years Contract Renewable once
Responsible to:	Vice Chancellor	
Duty Station	Muni University Campus Located at Muni Hill, Arua City	
Responsible for	Staff assigned to the Office	
PURPOSE OF THE JOB		
To provide leadership and coordination of teaching, research and outreach including policies and standards.		
KEY DUTIES AND RESPONSIBILITIES:		
<p>In line with Section 32. (3) of the Universities and Other Tertiary Institutions Act 2001 as amended, The First Deputy Vice-Chancellor shall –</p> <ul style="list-style-type: none"> (a) assist the Vice-Chancellor in the performance of his or her functions and in that regard be responsible for the Academic affairs of the University; (b) In the absence of the Vice-Chancellor perform the functions of Vice-Chancellor; and (c) perform such other functions that may be delegated to him or her by the Vice Chancellor or assigned by the University Council. <p>The Deputy Vice Chancellor, Academic Affairs shall:</p> <ul style="list-style-type: none"> a) Initiate, obtain approval of and promote policies, plans and programs that enhance the academic and professional excellence of the University. b) Oversee the development, implementation and review of the policy framework for monitoring the quality, standards and management of the University’s academic programs. c) Establish systems for the planning, development and review of undergraduate, postgraduate, research programs and any other academic programs of the University. d) Oversee the selection, admission, and progress of students. e) Initiate and coordinate the development and review of curricula for academic programs offered at the University. f) Monitor compliance in setting, administering, and grading all assessments in accordance with the established regulations. g) Establish systems for students’ timely completion of academic programmes. h) Chair meetings of the Sub-committees of Senate: Admissions, Awards and Ceremonies, the Board of graduate training, Research, and innovation, Quality Assurance and any other Committees that may be created and assigned to him/her. i) Promote partnerships and networking for academic growth and development in the University. j) Perform such other functions that may be delegated to him or her by the Vice-Chancellor or assigned by the University Council. 		

KEY OUTPUTS

- a) Comprehensive and sound academic policies, plans and programs developed and implemented.
- b) Framework for monitoring quality, standards and management of academic programs developed, implemented, and adhered to.
- c) Undergraduate, postgraduate, research programs, innovations and other academic initiatives of the University planned, developed, implemented, reviewed and continuously improved.
- d) Students admitted and graduated on merit and in accordance with existing regulations.
- e) The development and review of curricula for academic programs offered at the University initiated and coordinated.
- f) Support to the recruitment and retention of distinguished scholars, and suitable Assessors provided.
- g) The compliance in setting, administering, and grading all assessments monitored in accordance with the established regulations.
- h) Meetings of the Sub-committees of Senate Chaired: Admissions, Awards and Ceremonies, the Board of Graduate Training, Research, and Innovation, Quality Assurance and any other Committees that may be created and assigned to him/her.
- i) Research projects and innovations conducted according to national priorities, laws and regulations.
- j) Partnerships, networks and community engagements initiated and sustained.

PERSON SPECIFICATIONS

A. Qualifications

- Should have a PhD from a recognized University or Institution of higher learning and should be at the rank of a Professor or an Associate Professor in a higher institution of learning.

B. Experience:

- Demonstrated experience in teaching and learning, research and innovation and community outreach of not less than twelve (12) years in a recognized institution of higher learning.
- Should have at least four (4) years of extensive knowledge and experience in Higher Education systems at the level of a Faculty Dean, Director or Principal or Deputy Director in a University or degree awarding institution and/or research institutions.
- Should demonstrate a record as a tenured academic scholar through research and publications, with at least 20 publications in peer reviewed

journals 5 of which should be published in the last five (5) years.

- Should have won a grant of not less than 100,000\$ in the last 5 (five) years.
- Should demonstrate strategic academic leadership through teaching, grant writing, research publication and community outreach.
- Have an understanding of the relevant legal framework for management of higher education in Uganda.
- Should have been at least a member of a University Senate/ Council or equivalent body in a reputable institution of higher learning of the same ranking as Muni University or above.
- Be a Ugandan Citizen.

C. Competences:

- Should have strong leadership, decision-making, teambuilding, and self-management skills,
- Excellent interpersonal skills and ability to liaise effectively with relevant stakeholders,
- Excellent written and oral communication skills,
- A team player,
- High degree of personal integrity,
- Should be gender responsive, and sensitive towards the vulnerable and persons with disability / special needs,
- Good negotiating, networking, facilitating, and people skills.

Be aged at least 40 to 60 years at the time of application.

MODE OF APPLICATION

Electronic (email) OR hardcopy applications shall be accepted. Candidates should send:

- 1. Hardcopy:** by courier, a sealed application pack containing three copies of the following:
 - (a)** Signed application letter.
 - (b)** Signed, detailed and up-to-date CV including working contact details.
 - (c)** Certified copies of academic transcripts and certificates, national identity card or bio-data page of their passport, copies of previous appointment letters and awards.
 - (d)** Names and contact details of three referees who should be advised to send confidential references directly to the Search Committee address below. The references should cover the following areas; the candidate's academic credentials, academic experience, leadership, managerial and administrative skills and personal integrity.
 - (e)** Envelope should be clearly marked "APPLICATION FOR THE POSITION OF Deputy Vice Chancellor Academic Affairs (DVC, AA)".
- 2.** Or a **hardcopy** may also be delivered personally or sent to Muni University main Offices in Arua or Kampala liaison office in Makerere University Lincoln House A2.
- 3. Electronic applications** having all the above documents in one (1) folder can be scanned and emailed with the subject clearly marked "**APPLICATION FOR THE POSITION of Deputy Vice Chancellor, Academic Affairs**" to the address below.

4. Applications **SHOULD** reach the addressee below by **17th May 2024 at 5:00 p.m.**

University Secretary

Muni University,
P. O. Box 725,
Arua City.

Email: dvcaasearch@muni.ac.ug

Inquiries can be made through the above email indicating subject as **“INQUIRY”** during working hours.

5. Only shortlisted applicants **SHALL** be contacted in person.

Muni University is an Equal Opportunity Employer.

Visit Muni University website: www.muni.ac.ug for more information