



## **JOB OPPORTUNITY (RE-ADVERTISED)**

### **1. Vice Chancellor**

Ankole Western University (AWU) is a Private Institution founded by the Diocese of West Ankole, Church of the Province of Uganda and licensed by the National Council for Higher Education.

The mission of the University is: *'to produce through learning and research God fearing, hard working, disciplined and compassionate graduates of integrity, accountable to the community'*.

It is located in the South Western region of Uganda, Sheema Municipality, 32 kms from Mbarara Municipality, along Mbarara – Fort Portal road.

AWU is looking for a highly motivated, innovative and committed person to fill the post of a Vice Chancellor. This is the top management position within the University's Management Structure.

**Job purpose:** To provide leadership as Chief Executive Officer of the University responsible for academic, financial and administrative affairs in compliance with the law, University regulations and plans.

### **Key duties and responsibilities**

- (i) Direct, promote and co-ordinate all the programmes and activities of the University.
- (ii) Assume academic and administrative responsibilities for the day-to-day running of the University.
- (iii) Act as the representative of the University and be its Chief Spokesperson.
- (iv) Preside over the Senate, the Management and top Management teams in accordance with the University Statutes.
- (v) Be responsible for the general welfare, conduct and discipline of staff and students.
- (vi) Work collegially with the personnel of the University for the realization of the University's mission, vision, philosophy and objects.
- (vii) Mobilize both internal and external resources necessary for implementation of University policies, plans and programmes.

- (viii) Assume ultimate responsibility for the efficient utilization of the financial, human and physical resources of the University.
- (ix) Ensure that necessary policies, plans and statutes off the University are developed, approved, implemented and regularly reviewed in accordance with changing circumstances.
- (x) Be responsible to the Chancellor and University Council.
- (xi) Be the Accounting Officer of the University.
- (xii) Any other duties as prescribed in the Statute or assigned by the University Council from time to time

**Qualifications and Experience**

- i. A Ph.D from a reputable institution.
- ii. Should have taught in an Institution of Higher Learning for not less than 10 years, 5 of which should have been at least at the level of Senior Lecturer.
- iii. Should have Management experience of at least 3 years at Senior Management level.
- iv. Have evidence of at least two publications and research experience.
- v. Should be a practicing committed Christian and a communicant in Church of Uganda or a member of a Church in fellowship with Church of Uganda.
- vi. Should have extensive computer skills.
- vii. Experience of community engagement shall be an added advantage.
- viii. Should possess good management, communication and negotiating skills.

**Terms:** Contract : Five (5) years, renewable  
 Salary Scale : AWU1  
 Benefits : Attractive and Competitive

**2.Bursar (Number of Vacancies 1)**

Reports to : The Vice Chancellor  
 Age Limit : 30 and above years  
 Salary Scale: AW3

**Key Duties and Responsibilities**

- To operate under the direction of the Vice Chancellor
- To deal with financial administration, planning and maintaining of accounts.
- To liase with the Deans and Heads of Department particularly during budgeting sessions.
- Any other duty that may be assigned from time to time.

**Qualifications and Experience**

- MBA (Finance or Accounting) from a reputable institution
- Should have full professional qualification such as CPA or ACCA.
- Should be a member of professional accounting body.
- Should have experience of 10 years in financial management, 3 years of which should be at senior management level

- Should be a practicing committed Christian and communicant in Church of Uganda or a member of a Church in fellowship with Church of Uganda.
- Should have extensive computer skills.
- Should have an extensive knowledge of accounting packages.

**How to Apply**

Interested applicants should send their applications (6 copies) in envelopes clearly indicating the position applied for to the address below.

They should attach updated Curriculum Vitae, certified copies of Certificates, academic transcripts, appointment letters and any other relevant documents and provide names, telephone and e-mail contacts of three referees. Applications should reach the undersigned not later than 5.00pm on Monday 20<sup>th</sup> March 2017.

The Secretary University Council  
Ankole Western University  
P.O Box 112 – Kabwohe  
Sheema Municipality

Contact                   0392-943628  
                                  0485-443770

Website               :     [www.awu.ac.ug](http://www.awu.ac.ug)

Email                   :     [awuc05@yahoo.co.uk](mailto:awuc05@yahoo.co.uk)

Only shortlisted candidates will be contacted.