

ALL SAINTS UNIVERSITY LANGO

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Office of the University Secretary

EXCITING EMPOLMENT OPPORTUNITIES IN ALL SAINTS UNIVERSITY LANGO

11th November, 2024

REF No: ASUL EXTERNAL ADVERT – 001/2024

Applications are invited from suitably qualified persons to fill the following vacant positions which exist at All Saints University Lango (ASUL).

The applicant should be God fearing, dynamic, self-motivated, a key team player with high integrity, remarkable zeal to achieve professional excellence and able to produce reports and accountability in time, proficient in accounting packages, spread sheets and good time management skills. Background checks will also apply.

An On-line application letter, copies of certified academic documents, and a curriculum vitae containing the names, contacts and addresses of three referees should be submitted in PDF format to: us@asul.ac.ug addressed to

The University Secretary

All Saints University Lango

P.O Box 32, Lira

The deadline for receiving applications is Friday 29th November, 2024 at 05:00pm sharp.

1.0: Background of All Saints University, Lango (ASUL)

All Saints University, Lango (ASUL) was first conceived in 1963 by Diocese of Lango of the Church of Uganda. The University became fully operational in May 2009. In March 2010, its programs were accredited by National Council for Higher Education (NCHE) All Saints University Lango offers quality programs which are most relevant to ones needs. The programs offered are tailor made to suit today's job seekers requirement and to become a global center of Excellence in higher

education and research, through innovations and application of findings. Its core values are Professionalism, Transparency, Ethics and Integrity.

1.2 Vision Statement

A centre of excellence providing quality and relevant higher education responsive to sustainable development needs of the society.

1.3 Mission Statement

To provide quality teaching, innovative research and community outreach for high moral values and socio-economic development and transformation of the rural and urban communities.

1.4 Core Values

1. God fearing and Led by God
2. High Ethics & Integrity
3. Professional Dedication & Commitment
4. Creativity and Innovativeness
5. Timeliness & Time Consciousness

1.5 Positions ASUL is seeking applications for:

All Saints University Lango now wishes to recruit competent staff in the following administrative positions that exist in the University.

1.5.1 Deputy Vice Chancellor (Academic Affairs)

Salary Scale: UB 2

Responsible to: Vice Chancellor

Responsible for:

- Academic Registrar
- Director, School of Postgraduate Students
- Deans/Directors of Faculties/Schools/Institutes.

Purpose of the Job

1. To provide leadership and coordination of academic and academic research matters.
2. To ensure effective and efficient implementation of policies, teaching and research programmes.
3. To promote and maintain academic standards of the University.

Key functions

1. Initiate, obtain approval of and promote policies, plans and programs that will enhance the academic and professional excellence of the University.
2. Oversee the creation of, coordinate the implementation of and review of a policy framework to ensure that effective institutional structures and mechanisms exist for monitoring and quality, the standards and the management of the University's academic programmes.
3. Oversee the preparation of budgets for all Faculties/Schools/Institutes.

4. Ensure proper planning and coordination of undergraduate and postgraduate academic programmes..
5. Ensure that all examinations are set and marked in accordance with established regulations.
6. Coordinate the appointment of external examiners.
7. Oversee the selection and admission of qualified students.
8. Oversee the recruitment of qualified Professors and Lecturers.
9. Maintain all students' records and issue of transcript and certificates.
10. Coordinate the development of research programmes by liaising with Deans/Directors of Faculties / Institutes and Schools and submit them to Senate and Council for approval.
11. Ensure effective maximum utilization of teaching and research facilities.
12. Complete and submit to Council through the Vice Chancellor for approval, the research budget of the University that will enable staff to carry out at least one or two major joint or individual research projects in a Faculty / School/Institute, for a advancement of knowledge or for problem solving as well as allowing significant findings to be published as books or activities in professional journals.

Key output

1. Existence of comprehensive and sound academic policies plans and programmes
2. High academic standards internationally accepted
3. Budgets for all Faculties/School/Institute.
4. Improvement in teaching standards and methods.
5. Distinguished scholars recruited and retained.
6. Research projects carried out successfully and publications made.
7. Number and quality of seminars, workshops, symposia, and conferences held to discuss and disseminate research findings.

Person specification

1. Should have a Ph.D. degree with excellent record of teaching and administration
2. Should have proven five (5) years' experience of University management and academic systems and should be at the rank of a Professor.
3. Should have quantitative and qualitative research design ability.
4. Should have good managerial, communication and public relations skills.

1.5.2 University Bursar

Salary scale: UB3

Responsible to: University Secretary

Responsible for: Deputy Bursars

Purpose of the job

1. To carry out strategic financial planning and budgeting of the University's activities and operations.

2. To provide professional leadership and guidance in the management of financial resource including monitoring the utilization of funds.

Key functions

The Bursar reports administratively to the Deputy Vice Chancellor in charge of Finance and Administration. The Bursar collaborates closely with the Vice Chancellor and all other officers who operate cost centres to maintain proper records of financial transactions. Specifically, the Bursar is charged with:

1. Developing and formulation strategic financial plans and budgets for the University outlining project revenue sources and expenditures and measures to be taken to control costs.
2. Developing and installing effective financial management systems and procedures aimed at improving financial reporting and account in accordance with Government and the University Financial policies and procedures.
3. Supervising the preparation and production of annual budget timely.
4. Providing direction and leadership in financial management, fiscal policies review and changes.
5. Ensures compliance with university policies and statutory regulations and standard accounting procedures.
6. Ensuring proper maintenance of books of accounts and production of periodical financial statements.
7. Establishing expenditure control procedures to ensure that proper authorization for payments
8. Supervising the preparing and producing final accounts of the University.
9. Participating in contract negotiations with suppliers and contractors and following up to ensure that all contractual obligations are fulfilled and are cost effective.
10. Ensuring proper maintenance, storage and security of financial and accounting documents
11. Assessing training needs to accounting staff as well as providing them with on-the-job training.
12. Carrying out performance staff appraisals
13. Preparing monthly financial reports showing achievements against set targets as well as providing justification for variances.

Key outputs

1. Strategic plans and budgets developed and formulated
2. Annual budget timely prepared and produced
3. Books of accounts maintained.
4. Periodical financial statements prepared
5. Stringent expenditure control procedures established.
6. Financial accounts prepared and audited
7. Contracts followed to ensure fulfillment of contractual obligations.
8. Financial and accounting documents securely stored
9. Staff performance appraisal carried out.

10. Monthly financial reports prepared.

Person specifications

1. **Minimum qualifications:** MBA degree and relevant first degree. Full professional qualifications of ACCA, CPA, and ICMA.
2. **Skills:** should have strong leadership, interpersonal and communication skills with a track record of managing large budgets and installing effective financial management systems.
3. Should be proficient in using word processing, spreadsheet and accounting computer software packages.

Experience:

1. A Minimum of five years' experience of financial management gained from a large institution.
2. Should have experience and knowledge of governmental and donor funding policies and procedures.
3. Experience in the management of student financial services in an institution of higher education and knowledge of automated student record in an enterprise resource planning system and financial accounting systems.

Requisite Personal Attributes:

The University Bursar needs the following knowledge, skills and abilities:

1. Highly skilled finance manager with strong accounting skills.
2. Excellent skills in MS Office Applications and automated accounting software.
3. Excellent knowledge of accounting standards and institutional financial policies.
4. Capability to maintain productive relationships with internal and external parties.
5. Proven strong organisational and team leadership skills.
6. Strong negotiation and conflict management skills.
7. Excellent interpersonal and verbal/written communication skills.
8. Excellent behaviour and technical competencies, including but not limited to result oriented management, decision making and problem solving, accountability, assertiveness and self-confidence, concern for quality and standards, high integrity and ethical principles, flexibility, innovativeness, knowledge management, public relations and customer care, self-management and stress management.

1.5.3 Deputy University Secretary (Administration and Council affairs)

Salary scale: UB3

Responsible to: - University Secretary

Responsible for:

- Senor Assistant Secretary – Appointments Board and Committees
- Senior Assistant Secretary – General Administration
- Senior Assistant Secretary – Council & Its Committees

- Senior Assistant Secretary – Legal & Terminal Benefits

Purpose of the job

1. To coordinate the provision of administration support services of the University
2. To ensure efficient and effective management of the University
3. To coordinate the General Administration.

Key functions

1. Deputizing for University Secretary
2. Ensuring proper interpretation and implementation of Administrative policies and procedures.
3. Monitoring up to- date data and information on administrative issues.
4. Ensuring provision of secretarial services to General Administration
5. Writing, circulating and storing minutes of the General Administration
6. Preparing and issuing circulars on regulations governing General Administration at the University, which are approved by Council.
7. Ensuring periodic review of policies, regulations of General Administration.

Key outputs

1. University Secretary deputized
2. General Administrative policies and procedures interpreted and implemented
3. Ensuring proper interpretation and implementation of personnel policies and procedures.
4. Monitoring up to- date data and information on staffing matters including staff establishment records.
5. Ensuring provision of secretarial services to Council and its committees
6. General Administrative policies, and procedures periodically reviewed.
7. Preparing and issuing circulars on regulations governing employment at the University, which are approved by Council.
8. Ensuring periodic review of policies, regulations and terms and conditions of service.

Requisite Personal Attributes:

- At least a Master's Degree with a Postgraduate Diploma in Human Resource Management / Financial Management.
- Should have strong leadership, effective interpersonal, negotiation and communication skills.
- Should be computer literate, proficient in word processing, spreadsheets and database computer software.
- Should have at least three years' experience in administration of a reputable institution at a senior level.
- Should be conversant with the operation of higher education institutions

University Secretary

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made to suit today's job seekers requirement and to become a global center of Excellence in higher education and research, through innovations and application of findings. Its core values are Professionalism, Transparency, Ethics and Integrity

SNo	Job Title	No. of Vacancies	Salary Scale	Qualification and experience
1	Deputy Vice Chancellor(Academic Affairs)	01	UB 2	<ul style="list-style-type: none"> -Should have a PhD. Degree with excellent record of teaching and administration, - should have proven (5) five years' experience of University management and academic systems and should be at the rank of a Professor. -Should have quantitative and qualitative research design ability with good managerial, communication and public relations skills.
2	Deputy University Secretary (Administration and Council Affairs)	01	UB 3	<ul style="list-style-type: none"> - At least a Master's Degree with a Postgraduate Diploma in Human Resource Management / Financial Management. - Should have strong leadership, effective interpersonal, negotiation and communication skills. - Should be computer literate, proficient in word processing, spreadsheets and database computer software. - Should have at least three years' experience in administration of a reputable institution at a senior level. - Should be conversant with the operation of higher education institutions
3	University Bursar	01	UB 3	<p>Minimum qualifications: MBA degree and relevant first degree. Full professional qualifications of ACCA, CPA, and ICMA.</p> <p>Should have strong leadership, interpersonal and communication skills with a track record of managing large budgets and installing effective financial management systems.</p> <p>Should be proficient in using word processing, spreadsheet and accounting computer software packages.</p> <p>Experience:</p> <p>A Minimum of five years' experience of financial</p>

				<p>management gained from a large institution.</p> <p>Should have experience and knowledge of governmental and donor funding policies and procedures.</p> <p>Experience in the management of student financial services in an institution of higher education and knowledge of automated student record in an enterprise resource planning system and financial accounting systems.</p>
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Signed by: Denis Kissa

University Secretary

All Saints University Lango.

