**MAKERERE UNIVERSITY**

P.O. Box 7062 Kampala Uganda
Cables: "MAKUNIKA"
Website: www.makere.ac.ug

Tel: Gen. 256-414-532631/4 Direct: 542096
Fax: 256-414-540041
E-mail: acadreg.mak.ac.ug

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**SENIOR MANAGEMENT POSITIONS**

**POSITION OF DIRECTOR QUALITY ASSURANCE**

1. **Reporting:** The Director, Quality Assurance reports to the Vice Chancellor.
2. **Duties & Responsibilities:**
   - Provide Secretarial services to the Quality Assurance Unit.
   - Coordinate the process of accreditation of the University. He/she shall perform the following tasks:
     - i. Planning and organizing competencies. Must be proactive and plan ahead to avoid backlog cases.
     - ii. A framework for implementation of institutional policies, regulations, procedures and National Laws provided and compliance monitored.
     - iii. Assessment of staff teaching quality by students provided.
     - iv. Internal audit analyses, reports, recommendations, counsel and information timely provided.
3. **Minimum academic qualifications:** PhD degree in any field from a recognized University or Institute.
4. **Required Qualification:**
   - i. Member of Institute of Certified Public Accountants of Uganda and/or Institute of Internal Auditors.
   - ii. A PhD Degree
5. **Experience:**
   - i. Evidence of successful grant proposals submitted and managed.
   - ii. Oversee the organization and maintenance of records of performance and activities.
   - iii. Participate in the recruitment, selection, promotion and disciplining of staff.
6. **Areas of Application:**
   - i. Evidence of successful grant proposals submitted and managed.
   - ii. Oversee the organization and maintenance of records of performance and activities.
   - iii. Participate in the recruitment, selection, promotion and disciplining of staff.
7. **Remuneration:** The appointment shall be for a period of five years with effect from the date of assumption of duty.

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**POSITION OF DIRECTOR INTERNAL AUDIT**

1. **Reporting:**
   - The Director Internal Audit reports to Council through the Audit Committee of Council.
2. **Role:**
   - i. The Director plans and organizes for the internal audit function.
   - ii. Manages the internal audit function.
   - iii. Establishes audit planning processes, procedures to help provide assurance that appropriate laws, regulations and University policies and procedures are complied with.
3. **Minimum qualifications:**
   - i. Member of Institute of Certified Public Accountants of Uganda.
   - ii. Professional accounting qualification in accordance with the Institute.
4. **Required Qualifications:**
   - i. A PhD degree
   - ii. Evidence of successful grant proposals submitted and managed.
   - iii. Oversee the organization and maintenance of records of performance and activities.
   - iv. Participate in the recruitment, selection, promotion and disciplining of staff.
5. **Areas of Application:**
   - i. Evidence of successful grant proposals submitted and managed.
   - ii. Oversee the organization and maintenance of records of performance and activities.
   - iii. Participate in the recruitment, selection, promotion and disciplining of staff.
6. **Remuneration:** The appointment shall be for a period of five years with effect from the date of assumption of duty.

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**POSITION OF DIRECTOR MAKERERE UNIVERSITY INSTITUTE OF SOCIAL RESEARCH (MISER)**

1. **Reporting:** The Director, MISER reports to the Principal, College of Humanities and Social Sciences.
2. **Duties & Responsibilities:**
   - i. The Director is the overall academic and administrative Supervisor of the Institute, and provides strategic leadership to the Institute.
   - ii. Mobilizes funding for the Institute (Nationality and international).
   - iii. Participate in the recruitment of the Institute.
   - iv. Participate in the recruitment of the Institute.
   - v. Participate in the recruitment of the Institute.
   - vi. Participate in the recruitment of the Institute.
3. **Minimum qualifications:**
   - i. Evidence of successful grant proposals submitted and managed.
   - ii. Oversee the organization and maintenance of records of performance and activities.
   - iii. Participate in the recruitment, selection, promotion and disciplining of staff.
4. **Areas of Application:**
   - i. Evidence of successful grant proposals submitted and managed.
   - ii. Oversee the organization and maintenance of records of performance and activities.
   - iii. Participate in the recruitment, selection, promotion and disciplining of staff.
5. **Remuneration:** The appointment shall be for a period of five years with effect from the date of assumption of duty.

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**POSITION OF DIRECTOR MAKERERE UNIVERSITY JINJA CAMPUS**

1. **Reporting:**
   - The Director, JINJA reports to the Principal, Makerere University JINJA Campus.
2. **Duties & Responsibilities:**
   - i. The Director is the overall academic and administrative Supervisor of the Institute, and provides strategic leadership to the Institute.
   - ii. Mobilize funding for the Institute.
   - iii. Participate in the recruitment of the Institute.
   - iv. Participate in the recruitment of the Institute.
   - v. Participate in the recruitment of the Institute.
3. **Minimum qualifications:**
   - i. Evidence of successful grant proposals submitted and managed.
   - ii. Oversee the organization and maintenance of records of performance and activities.
   - iii. Participate in the recruitment, selection, promotion and disciplining of staff.
4. **Areas of Application:**
   - i. Evidence of successful grant proposals submitted and managed.
   - ii. Oversee the organization and maintenance of records of performance and activities.
   - iii. Participate in the recruitment, selection, promotion and disciplining of staff.
5. **Remuneration:** The appointment shall be for a period of five years with effect from the date of assumption of duty.

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**The Secretary, Appointments Board, Makerere University, P.O. Box 7662, Kampala.**

The Closing Date for receipt of applications is 15th April, 2016 at 5.00 pm local time.