



SOROTI UNIVERSITY

P.O. Box 211 Soroti; Tel: +256 (0)454 461 605 www.sun.ac.ug
OFFICE OF THE UNIVERSITY SECRETARY

RE-ADVERTISEMENT OF VACANT POSTS

Soroti University is a Public University in Uganda located in Eastern Uganda, 7km from Soroti Town on Soroti-Moroto Road.

Applications are invited from qualified candidates to fill the vacancies. A letter of application together with an up-to-date Curriculum vitae, a copy of the National identity card or passport biodata page, certified copies of academic and professional qualification should be addressed to the Office of the University Secretary, Soroti University, P.O. Box 211, Soroti, Uganda not later than **5th June, 2020**. All applications should be accompanied by two letters of reference, one of which should be from current or previous employer.

Applications can be delivered either by e-mail or by post/courier or hand delivered.

E-mail applications should be addressed to us@sun.ac.ug in one (1) PDF file.

NB:

- 1) All applicants who have already submitted their applications need not re-apply as their applications will be considered together with the new ones.
- 2) Only shortlisted applicants will be contacted.
- 3) Soroti University is an equal opportunity employer. We encourage women and people with disabilities to apply for these positions.

GREGORY TWEHEYO
AG. UNIVERSITY SECRETARY
SOROTI UNIVERSITY
DATE: 22nd MAY 2020

SCHOOL OF ENGINEERING AND TECHNOLOGY

Position:	Assistant Lecturer (1 Post)
Salary Scale:	(M6.2)
Responsible to:	Dean School of Engineering and Technology
Nature of the Job:	Permanent
Age of Applicant:	(Below 40 years)

PURPOSE OF THE JOB

To promote teaching and learning, innovation and research, and community outreach in the University

QUALIFICATIONS:

1. Master Degree in Electronic Engineering OR Electrical Engineering from a recognized Institution
2. Bachelors degree with a Second Class Honours Upper Division in Electronic Engineering OR Electrical Engineering from a recognized institution.

Duties and Responsibilities:

- i. Teach courses in the above-named disciplines and participate in team-taught-multidisciplinary courses in both undergraduate and postgraduate levels.
- ii. Research and Innovation
- iii. Supervision of undergraduate students
- iv. Community outreach
- v. Assess student performances
- vi. Perform any other related duties assigned by the Head of Department

UNIVERSITY BURSAR (1 VACANCY)

Salary Scale:	(M3)
Responsible to:	University Secretary
Nature of the Job:	Contract (5 Years) Renewable
Age of Applicant:	(40 – 50 years)

PURPOSE OF THE JOB

To provide technical leadership and guidance in the management of University financial resources in accordance with the Public Finance Management Act and University Financial Policy and Procedures Manual.

PERSON SPECIFICATION

- 1) A Master's Degree in any of the following from a recognized Institution;
 - i. Business Administration with Accounting or Finance option
 - ii. Science in Finance or Accounting
 - iii. Commerce (Finance or Accounting)
 - iv. Management Science (Finance or Accounting)
- 2) Honours Bachelor's Degree in Commerce (Accounting or Finance) OR BBA (Accounting or Finance) OR BSc (Accounting or Finance) from a recognized Institution.
- 3) A holder of full Professional Accounting qualification such as ACCA, CPA, ACIS and CPE from a recognized institution and accredited by the Institute of Certified Public Accountants of Uganda.
- 4) A full Member of a recognized Professional Accounting Body.
- 5) Experience of not less than Eight (8) years at senior financial management position in a reputable University or other reputable organization.
- 6) Demonstrated ability to communicate effectively, network and advise effectively both at individual and team level, and solve problems.
- 7) Visionary leadership, enterprising and innovativeness with commitment to institutional growth and development, concern for quality, standards, ethics and integrity
- 8) Self-motivated, enthusiastic and flexible enough in addressing different situations and handling individual student's cases/concerns
- 9) Demonstrated capacity in financial management, budgeting and accountability.

Key Functions

- 1) Carries out financial planning, prepares and controls the University budget
- 2) Oversees the management of the University incomes, expenditures and stores through institution of clear policies and internal controls

- 3) Develops resource mobilization strategies, mobilizes resources and manages financial donations and grants to the University in liaison with the institutional growth and development unit
- 4) Maintains a sound financial accounting system, record keeping and internal controls for the University
- 5) Advises the University Council and Senior Management on sound financial management policies, rules and procedures
- 6) Manages the reconciliation of books of accounts and the production and presentation of the University final accounts to the relevant authorities
- 7) Advises the Accounting Officer in answering audit queries and mandatory inquiries whenever necessary
- 8) Plans, supervises and evaluates the performance of staff in the department
- 9) Enforces adherence to financial policies, regulations and professional practices in all financial and accounting transactions.

KEY RESULT AREAS

- 1) University financial plans timely prepared and budgets effectively controlled
- 2) University's income, expenditure and stores well managed
- 3) Resources' mobilization strategies developed, resources mobilized and financial donations and grants managed
- 4) University Council and Senior Management advised on sound financial and management policies, rules and procedures
- 5) Books of accounts reconciled and final accounts prepared and presented to relevant authorities in a timely manner
- 6) Audit queries properly answered/responded to
- 7) Staff in the department supervised and evaluated
- 8) Financial policies, regulations and best practices adhered to.

ASSISTANT BURSAR (ACCOUNTS) (2 VACANCIES)

Salary Scale:	(M6.2)
Responsible to:	Deputy Bursar
Responsible for:	Accounts Assistants
Age of Applicant:	(35-50 years)
Tenure:	Permanent

Purpose of the Job

To provide technical support to the University Bursar in the management of the financial transactions of the University including expenditure accounts and accountabilities in accordance with Public Finance Management Act 2015 and University's Financial Policy and Procedures Manual 2017.

Person Specifications

1. Holder of a Bachelor's Degree (Honours) in any of the following from a recognised Institution;
 - i. Bachelor of Commerce (Accounting or Finance)
 - ii. BBA (Accounting or Finance)
 - iii. BSc (Accounting or Finance)
2. A Holder of full Professional Accounting qualification such as ACCA, CPA from a recognized institution and accredited by the Institute of Certified Public Accountants of Uganda.
3. A full Member of the Institute of Certified Public Accountants of Uganda (ICPAU)
4. Experience of not less than five (5) years, three of which must have been served at a level of an Accountant or Finance Officer in a reputable Institution or organisation.
5. Demonstrated ability of planning, organizing and coordinating, communicating effectively, networking and advising effectively, solving financial problems as well as following and enforcing standards
6. Demonstrated self-motivation, concern for quality, ethical standards, enthusiastic and flexible enough in addressing different situations and handling individual cases/concerns
7. Demonstrated capacity in financial management, stores management, budgeting and accountability.

KEY FUNCTIONS

- 1) Keeps and maintains an updated register of all bank accounts operated by the University
- 2) Supervises the capture of all accounting information in the relevant books of accounts, databank and back-up to protect it from loss or destruction

- 3) Prepares schedules of payables and receivables accountability documents for resources advanced to individuals, schools, departments and units
- 4) Participates in financial planning, budget preparation, monitoring and control
- 5) Participates in the review and updating of financial accounting system, record keeping and internal controls of the University
- 6) Verifies, certifies and endorses financial transactions and expenditures of the University
- 7) Provides technical support and guidance to Schools/Faculty managers on financial matters
- 8) Prepares and submits annual and monthly financial statements and reports to the University Bursar
- 9) Drafts responses to audit queries relating to the University financial transactions and submits to the University Bursar
- 10) Plans, supervises and evaluates the performance of subordinate staff in the department.

KEY RESULT AREAS

- 1) Register of all bank accounts operated by the University updated and maintained
- 2) All accounting information captured in the relevant books of accounts, databank and backed-up
- 3) Schedules of payables and receivables prepared and staff advances accounted for
- 4) Financial planning, budget preparation, monitoring and control carried out
- 5) Financial accounting system, record keeping and internal controls of the University reviewed and updated
- 6) Financial transactions and expenditures of the University verified, certified and endorsed
- 7) Technical support and guidance provided to vote controllers
- 8) Financial statements and reports prepared and submitted to the University Bursar
- 9) Responses to audit queries drafted and submitted to the University Bursar
- 10) Subordinate staff in the department supervised and appraised

DEPUTY UNIVERSITY SECRETARY

Salary Scale:	(M4)
Responsible to:	University Secretary
Responsible for:	Senior Assistant Secretary
Age of Applicant:	(40 - 50 years)
Tenure:	Permanent

Purpose of the Job

To deputize the University Secretary in management of University Assets, resources as well as assist him/her in providing secretariat ' services to the University Council and other Council Committees.

PERSON SPECIFICATIONS

- 1) Holder of a Master degree in any of the following from a recognised Institution:
 - i. Law
 - ii. Public Administration and Management
 - iii. Higher Education Management
 - iv. Education Management and Administration
- 2) The applicant must hold a Bachelor's Degree (Honours) in any of the following from a recognized institution;
 - i. Education
 - ii. Social Science
 - iii. Public Administration
 - iv. Law
- 3) Strong leadership, interpersonal, negotiation and communication skills;
- 4) Proven ability to apply specialized computer skills relevant to the post;

REQUIRED EXPERIENCE:

A minimum of eight (8) years' experience, four (4) of which should have been gained in Management of Higher Education at a Senior level after acquisition of the Master's degree.

Skills and Abilities

- 1) Analytical ability
- 2) Interpersonal, negotiation and leadership skills.
- 3) Tactical and strategic planning skills
- 4) Ready to work long hours
- 5) Communication skills
- 6) Computer literacy

DUTIES & RESPONSIBILITIES:

- 1) Deputize the University Secretary in execution of his/her mandate as prescribed by Law
- 2) Supports the University Secretary in policy formulation and general administration of the University;
- 3) Supports the University Secretary in drafting memoranda to Council and its Committees.
- 4) Organizes meetings for Council and its committee;
- 5) Guides and offers advice to University Management in respect to implementation of Council policies and recommendations;
- 6) Provides corporate services in support of the effective governance of the University
- 7) In particular be in charge of maintenance of the University-Asset Register
- 8) Perform any other duties as may be assigned by the University Secretary

JOB TITLE: ADMINISTRATIVE ASSISTANT (1 VACANCY)
Salary Scale: (M7)
Responsible to: Dean of Students
Responsible for: Office Assistant
Age of Applicant: (30-40 years)

PURPOSE OF THE JOB:

To provide Administrative, Secretarial and Records Management support for the Department.

PERSON SPECIFICATIONS

- 1) A Bachelor's degree (Honours) in any of the following fields from a recognized institution:
 - i. Social Sciences
 - ii. Public Administration and Management
 - iii. Education
 - iv. Business Administration
- 2) Three years relevant working experience in Higher Education Institution
- 3) Good communication and interpersonal skills.
- 4) Skills in handling students' problems and welfare.
- 5) Mature person with positive attitude towards people.
- 6) Demonstrated computer knowledge in MS Word, MS Excel and MS Power Point
- 7) High level of integrity.

KEY FUNCTIONS:

The Administrative Assistant will be responsible to the Dean of Students in the performance of the following duties:

1. Managing the office including:

- a) Liaising with the Estates department and Office Assistant to ensure cleanliness and proper order of all offices used by the Dean of Students
- b) Keeping an inventory of all furniture fittings, machines and equipment used in the Department and ensuring they are properly used.
- c) Making timely requisition of stationery and other office requirements.
- d) Working with concerned staff to ensure security of persons and property within the Department.

2. Performing a public relations function including:

- a) Acting as receptionist.
- b) Attending to internal and external customers of the Department and in particular answer to inquiries and provide appropriate information.

- c) Making appointments for the Dean of Students.
- d) Handling the guild affairs

3. Handling documents and correspondences including:

- a) Liaising with the Registry to ensure a systematic and expeditious flow of correspondence relating to the Department.
- b) Processing and dispatching documents and reports of the Department as may be required of you by the Head of department.
- c) Checking and verifying documents coming to or being issued by the Department.
- d) Keeping track of actions on files that require the attention of staff in the Department and reminding them as necessary.

4. Providing administrative support to training activities in the department including:

- a) Assisting the Dean of Students in managing and monitoring the Department budget.
- b) Liaising with other administrative officers and the Estates to ensure that facilities are booked and set up for training programmes, meetings and other activities of the department.
- c) Taking overall responsibility to ensure that the Department activities are effectively planned for and implemented with the quality assurance guidelines.
- d) Performing other duties as may become necessary for the smooth running of the department or University as a whole.
- e) Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.

KEY RESULTS AREAS

- 1) Ensuring efficient management of training programmes.
- 2) Ensuring good records management.
- 3) Ensuring logistical support for training programmes.
- 4) Ensuring efficient secretarial and administrative support for training and meeting teams.
- 5) Ensuring effective utilisation of training budgets and logistics.
- 6) Ensuring good customer care for all visitors to the office.
- 7) Ensuring Performance assessment is conducted by 31st July and performance plans agreed with Staff by 31st August every year.

JOB TITLE: CUSTODIAN (2 VACANCIES)
Salary Scale: (M12)
Responsible to: Assistant University Secretary
Responsible for: Cleaners
Age of the Applicant: (30-40 years)

PURPOSE OF THE JOB

To ensure custody of institutional property and maintenance of facilities.

PERSON SPECIFICATIONS

- 1) The applicant should have a Diploma in any of the following fields from a recognized institution;
 - i. Social Works and Social Administration
 - ii. Public Administration and Management
 - iii. Education
 - iv. Records Management
- 2) Demonstrated computer knowledge in MS Word and MS Excel
- 3) At least three year work experience in Office Management work.
- 4) High level of integrity.

Note: Persons holding Bachelor's degree should not apply

KEY FUNCTIONS

1. Ensures proper cleanliness and proper order of all lecture rooms and Offices including furniture.
2. Works with concerned staff to ensure security of persons and property within the University.
3. Keeps an inventory of all furniture fittings, machines and equipment used in the University and ensuring they are properly used and maintained.
4. Reports on faulty systems and broken furniture
5. Ensures that doors and windows are opened and closed at appropriate times and that lights are switched on and off before and after lectures.
6. Reports any problems in the area of jurisdiction to the supervisor.
7. Prepares the Semester report on the status of facilities and equipment in the area of jurisdiction.
8. Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.
9. Proper records management.

KEY RESULT AREAS

1. An up -to-date assets inventory.
2. Facilities and equipment are properly stored and maintained.
3. Materials and equipment items are requisitioned timely.
4. Semester Reports on problems in their areas of jurisdiction are timely produced and submitted.
5. Damages are timely reported for repairs.
6. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.