



## **NDEJJE UNIVERSITY JOB ADVERTISEMENT**

**Job Title:** University Bursar, Ndejje University  
**Rank :** NDU3  
**Reports to:** University Secretary  
**Salary & Benefits:** Attractive & Competitive

Ndejje University (NDU), a chartered, privately owned, Christian educational institution established in 1992, is owned by six Dioceses of the Church of Uganda (Anglican) in the Central Region of Uganda that are incorporated as Ndejje University Foundation Consortium. NDU is committed to providing Christian based high quality and innovative teaching, research and outreach services. Ndejje University is seeking to recruit a competent, highly motivated, innovative, visionary and committed individual to fill the position of **University Bursar**. The University Bursar is a senior position within the University's Organisation structure to provide strategic leadership for proper financial planning, management and accountability for the financial resources of Ndejje University. The University Bursar will head the Finance Department and report to the University Secretary. The University Bursar will hold office for a term of five (5) years that may be renewed subject to conduct and performance.

### **Qualifications:**

1. A Master's Degree or its equivalent in either Finance and Accounting or Commerce (Accounting option) or Business Administration (Finance or Accounting option) from an internationally recognised University;
2. An Honors Bachelor's Degree in either Commerce, Accounting and Finance or Business Administration or a related field from an internationally recognised University;
3. Full professional accounting qualification e.g. ACCA, CPA, CFA, CIMA or its equivalent;
4. A member of a recognized professional accounting body like the Institute of Certified Public Accountants of Uganda (ICPAU) or its equivalent;
5. Diploma in Law or Certificate in Administrative Law is an added advantage;
6. Qualifications in Management is an added advantage.
7. At least ten (10) years working experience in financial management in a reputable organisation, four (4) of which must be in a senior financial management position.
8. An excellent track record of high ethical standards and professionalism.
9. A person with experience in higher education institutions will have an added advantage.
10. A mature and practicing Christian who subscribes to the University's Core values and Philosophy.
11. A person of very good standing within the Church and community;
12. Between 40-55 years of age at the time of application.

### **Experience and Key Competencies:**

1. Knowledge and understanding of accounting and financial management principles, procedures and best practices.
2. Knowledge of financial regulations and compliance.

3. Knowledge of budget preparation and cash flow management.
4. Visionary Leadership.
5. Managing teams.
6. Technical accounting skills.
7. Communication, presentation and interpersonal skills.
8. Analytical skills, including the ability to analyse financial data and identify trends and issues.
9. Computer literate, with working knowledge of standard office documentation software and demonstrable proficiency in financial management software and systems.
10. Ability to initiate and institute measures to enforce prudent financial management and proper use and accountability of the University's fiscal resources.
11. Resourcefulness.
12. Strong attention to detail and ability to work accurately in a fast-paced environment.

**Job Description:**

1. Coordinate the development, update and implementation of financial policies, guidelines and procedures in liaison with Management and other relevant key stakeholders.
2. Promote and enforce adherence to financial policies and guidelines, regulatory framework and standards of professional practice.
3. Coordinate and support the preparation, consolidation and management of the University annual budget and other budgets aligned to its annual work plan and monitor their implementation.
4. Oversee prudent management of the income and expenditure of the University.
5. Manage accounts payables and accounts receivables.
6. Prepare periodic and timely financial reports on the general financial performance of the University in accordance with the University financial policies and the Law and submit them to Management, Boards and University Council.
7. Prepare weekly cash flow reports and present them to Management for informed financial operational decisions.
8. Keep organised books of tuition fees and files of all other ledgers including students, staff creditors and credit suppliers and statutory obligations.
9. Liaise with the relevant authorities and ensure that all statutory compliance requirements such as NSSF, PAYE etc. are followed by the University.
10. Prepare timely Annual Accounts for Audit and ensure their presentation to Management, Boards and University Council.
11. Support the conduct of audits, prepare timely responses to audit queries and promptly apply recommendations from audits.
12. Provide technical support and guidance on financial matters to Management, Boards and University Council.
13. Develop and institute accounting and accountability systems for resources and assets of the University in accordance with University policies and regulations.
14. Coordinate the disbursement and accountability for all University funds.
15. Prepare revenue forecasts and initiate investment and resource mobilization strategies.
16. Manage and effect the timely payment for all goods and services.
17. Oversee and maintain an updated Assets Register.

18. Set performance targets, supervise, mentor, train and appraise all staff in the Finance Department.
19. Hold regular Departmental meetings.  
Any other official duties as may be assigned by the immediate supervisor or Management.

**Mode of Application:**

1. Submit an application letter together with an updated Curriculum Vitae & names and contacts of three references (one of whom **must** be a suitable religious leader).
2. Attach copies of certified academic and professional certificates and transcripts and valid National Identity Card.
3. Attach any other relevant documents to support the application.
4. **Please Note: Applications sent online** should have all the attachments as **ONE (1) PDF document otherwise they will not be considered.** The subject of the email should clearly state the name of the applicant and the position applied for.
5. **Hand delivered applications** should be sealed in an envelope clearly indicating the position applied for on the top right corner of the envelope addressed and delivered to:-

The University Secretary  
Ndejje University  
Main Campus – Luweero District  
P.O. Box 7088, Kampala, Uganda

**OR**

Email: [hr-search@ndejeuniversity.ac.ug](mailto:hr-search@ndejeuniversity.ac.ug)

**Deadline: 5<sup>th</sup> February, 2024 at 5:00 p.m.**  
**Only shortlisted candidates will be contacted**



## **NDEJJE UNIVERSITY JOB ADVERTISEMENT**

**Job Title:** University Librarian, Ndejje University  
**Rank :** NDU3  
**Reports to:** Vice Chancellor through the Deputy Vice Chancellor  
**Salary & Benefits:** Attractive & Competitive

Ndejje University (NDU), a chartered, privately owned, Christian educational institution established in 1992, is owned by six Dioceses of the Church of Uganda (Anglican) in the Central Region of Uganda that are incorporated as Ndejje University Foundation Consortium. NDU is committed to providing Christian based high quality and innovative teaching, research and outreach services. Ndejje University is seeking to recruit a competent, highly motivated, innovative, visionary and committed individual to fill the position of **University Librarian**. The University Librarian is a senior position within the University's Management structure to provide strategic leadership of the Library and Information Services of Ndejje University in support of learning, teaching and research. The University Librarian will report to the Vice Chancellor through the Deputy Vice Chancellor and hold office for a term of five (5) years that may be renewed subject to conduct and performance.

### **Qualifications:**

1. A Master's Degree or its equivalent in Library and Information Science from an internationally recognised University but, on PhD track;
2. Holder of a PhD is an added advantage;
3. An Honors Bachelor's Degree or its equivalent in Library and Information Science from an internationally recognised University;
4. Qualifications in Management is an added advantage;
5. At least seven (7) years of working experience in Library services in a reputable institution of higher learning, three (3) of which must be at senior management level;
6. An excellent track record of high ethical standards and professionalism.
7. A mature and practicing Christian who subscribes to the University's Core values and Philosophy;
8. A person of very good standing within the Church and community;
9. Between 40-55 years of age at the time of application.

### **Experience and Key Competencies:**

1. Knowledge and understanding of current issues for the management of Library and Information Services in academic institutions of higher learning;
2. Visionary Leadership;
3. Communication, presentation and interpersonal skills;
4. Demonstrable success in research, development and implementation of new technologies and innovative services in an academic library environment;

5. Managing people, finances and resources;
6. Organisational skills;
7. Computer literate, with working knowledge of standard office documentation software and demonstrable proficiency in e-library applications and other information services technologies;
8. Resourcefulness;
9. Strong attention to detail and ability to work accurately in a fast-paced environment;
10. Between 40-55 years of age at the time of application.

**Job Description:**

1. Manage and coordinate the Library and Information Services of the University.
2. Initiate and coordinate the review, update and development of the University Library and Information Services policies, guidelines and regulations in line with internationally acceptable standards and practices.
3. Promote and enforce adherence to policies, guidelines, regulatory framework and standards.
4. Develop appropriate library systems and procedures to facilitate the proper functioning of the University including cataloguing, classification and access to reading materials.
5. Develop and implement plans, strategies and budgets for the Library and Information Services of the University.
6. Prepare the Library and Information Services annual budget aligned to its annual work plan and monitor its implementation.
7. Seek support for the University's Library and learning resources through external sources e.g. strategic partners and donors.
8. Plan and implement, in liaison with relevant faculties and departments of the University, relevant programmes and projects of the Library; and ensure that library services meet their needs.
9. Promote and oversee the provision of effective library and information services and resources to users including internet, e-library and other emerging technologies; and ensure that all users have easy access and promptly respond to requests from users.
10. Liaise with other information providing departments such as the ICT Department, to ensure that information to the users is provided in a coordinated manner.
11. Set performance targets, supervise and appraise all library staff; plan and implement staff development and mentorship programmes and activities.
12. Hold regular staff meetings.
13. Advance the research and publication mission of the University by supporting researchers with full guidance to research resources globally, regionally and nationally, as well as in dissemination of research output.
14. Carry out any other official duties as assigned by the immediate supervisor.

**Mode of Application:**

5. Submit an application letter together with an updated Curriculum Vitae & names and contacts of three references (one of whom **must** be a suitable religious leader).
6. Attach copies of certified academic and professional certificates and transcripts and valid National Identity Card.

7. Attach any other relevant documents to support the application.
8. **Please Note: Applications sent online** should have all the attachments as **ONE (1) PDF document otherwise they will not be considered.** The subject of the email should clearly state the name of the applicant and the position applied for.
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**Deadline: 5<sup>th</sup> February, 2024 at 5:00 p.m.**  
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**NDEJJE UNIVERSITY**  
**JOB ADVERTISEMENT**

**Job Title:** **Public Relations Officer, Ndejje University**  
**Rank :** NDU6  
**Reports to:** Vice Chancellor  
**Salary & Benefits:** Attractive & Competitive

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**Qualifications:**

10. A Master's Degree or its equivalent in Public Relations or a related field from an internationally recognised University;
11. An Honors Bachelor's Degree in Mass Communications or a related field from an internationally recognised University;
12. At least six (6) years working experience in Public Relations in a reputable organisation;
13. Working experience in an institution of higher learning will be an added advantage;
14. Membership of a recognised professional public relations body will be an added advantage.
15. An excellent track record of professionalism and high integrity;
16. A mature and practicing Christian who subscribes to the University's Core values and Philosophy;
17. A person of very good standing within the Church and community;
18. Between 30-45 years of age at the time of application.

**Experience and Key Competencies:**

1. Knowledge and management of Social Media.
2. Media Relations.
3. Public Speaking and presentation skills.
4. Conducting Research.
5. Digital media skills, such as graphic design, video editing and blog administration.
6. Organisational and time management skills with the ability to multitask.
7. Teamwork, interpersonal, negotiation and problem-solving skills.
8. Strategic thinking and resourcefulness.
9. Strong attention to detail and ability to work accurately in a fast-paced environment.

**Job Description:**

1. Liaise with the public on behalf of the University.
2. Project and promote the University image to the public in Uganda and internationally.
3. Develop and implement public relations activities.
4. Organise public relations events.
5. Draft speeches and communication documents.
6. Manage and monitor the University's media coverage and relations.
7. Coordinate the production of the University Publications.
8. Attend to public complaints about the University activities.
9. Provide feedback to Management on the opinion of the public of the University.
10. Regularly provide information for the University Website.
11. Prepare and process the publication of University advertisements.
12. Participate in marketing University programmes and other activities.
13. Assist the Vice Chancellor in receiving and entertaining visitors of the University.
14. Any other official duties and responsibilities as may be assigned by the Vice Chancellor.

**Mode of Application:**

9. Submit an application letter together with an updated Curriculum Vitae & names and contacts of three references (one of whom **must** be a suitable religious leader).
10. Attach copies of certified academic and professional certificates and transcripts and valid National Identity Card.
11. Attach any other relevant documents to support the application.
12. **Please Note: Applications sent online** should have all the attachments as **ONE (1) PDF document otherwise they will not be considered.** The subject of the email should clearly state the name of the applicant and the position applied for.
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