



BUSITEMA UNIVERSITY JOB OPPORTUNITIES

EXTERNAL JOB ADVERT- No. 2/2020

Busitema University is a multi-campus Public University located in Eastern Uganda. Applications are invited from suitably qualified candidates to fill vacant positions at the University. Interested persons who meet the minimum requirements should apply online at the URL jobs.busitema.ac.ug and also submit 3 sets of applications duly signed together with detailed Curriculum Vitae with names of three referees, Academic Certificates and Transcripts, copies of Appointment letters, 3 recent passport photographs in envelopes addressed to the University Secretary, Busitema University, P.O. Box 236 Tororo or P.O. Box 226 Busia. Applications can be submitted to the Office of the University Secretary or at the Liaison Office at Lincoln Flats A2 Makerere University. Deadline for submission of applications is on Thursday 27th August, 2020 at 05:00 pm East African time.

1. UNIVERSITY LIBRARIAN – Re-advertised

- a) **Job Summary:**
Under Section 35 of the Universities and Other Tertiary Institutions Act 2001 as amended, the University Librarian shall be responsible for the development, control, management and coordination of all library and information systems and services of the University.
- b) **Academic Qualification:**
- A PhD from a recognized Institution of higher learning.
 - Master's Degree in any of the following areas: Library and Information Science, Information Studies, Information Technology or Information Systems from a recognized Institution of higher learning.
 - An Honors' Bachelor's Degree in Library and Information Science from a recognized Institution of higher learning.
- c) **Publications:**
Must have three (3) Scholarly peer reviewed publications
- d) **Working Experience:**
Minimum of eight (8) years of experience demonstrating increasing levels of responsibilities, professional experience and leadership in a Library of a reputable University or Research Institution.

- e) **Tenure of Appointment:**
The University Librarian shall be appointed on contract for a period of five (5) years, renewable once based on satisfactory performance.
- f) **Age limit:**
Should not have reached his/ her 55th birth day by deadline for submission of application

2. UNIVERSITY BURSAR

- a) **Job Summary:**
Under Section 36 of the University and Other Tertiary Institutions Act 2001 as amended the University Bursar shall be responsible for financial administration and planning of the University and shall maintain the accounts in a form determined by the University Council.
- b) **Academic Qualification:**
The candidate must be a Ugandan citizen with the following qualifications:
- A Master's Degree in Business Administration (Accounting/Finance) or Master of Science in Accounting and Finance or its equivalent from a recognized institution.
 - A fully qualified Professional Accountant with ACCA or CPA is a MUST.
 - Member of a recognized Accounting body.
 - An Honor's Bachelor's Degree in Business Administration (Accounting/Finance), Bachelor of Commerce (Accounting/ Finance), or Bachelor of Science in Accounting and Finance.
- c) **Experience:**
A minimum of eight (8) years of working experience in a financial management position, five (5) of which must have been obtained at the level of the Deputy University Bursar or equivalent level of experience from a reputable organization.
- d) **Age Limit:**
Should not have reached his/ her 55th birth day by deadline for submission of application
- e) **Tenure of appointment:**
The University Bursar shall be appointed on contract for a period of five (5) years, renewable once based on satisfactory performance.