



THE INTER UNIVERSITY COUNCIL FOR EAST AFRICA (IUCEA)

JOBS ADVERTISEMENT

The Inter University Council for East Africa (IUCEA) is one of the strategic institutions of the East African Community (EAC). IUCEA is located in Kampala, Uganda. It is charged with a number of responsibilities, among them being to coordinate academic and research activities jointly undertaken by Partner States and Member Universities. It has current membership of 72 Universities (private and public) in Burundi, Kenya, Rwanda, Tanzania and Uganda.

After its revitalization in 2000, it embarked on a number of activities in the areas of academic and research engagements in Partner States and Member Universities. In fulfilling its mandate, it is guided by a Five Year Rolling Strategic Plan (2006/07 – 2010/11) and the Inter-University Council for East Africa Act 2008.

From 2010, the Council will be moving into the next phase of activities with particular focus being on the coordination and implementation of the Quality Assurance Framework, Internationalization of Higher Education, and the enhancement of the relationship between Higher Education Institutions and private sector entities.

In order to fulfill the current mandate and to position the Council to meet all its objectives and planned activities, IUCEA now wishes to recruit **two top executives** to take over from the current officers whose contracts will end in October, 2010.

Applications are, therefore, invited from qualified individuals from respective Partner States of the East African Community indicated against each advertised post.

A. POST OF : EXECUTIVE SECRETARY (ES)

FUNCTION: CHIEF EXECUTIVE OFFICER (CEO)

The Executive Secretary will be required to provide strategic and effective leadership and management for all the activities undertaken by the Inter-University Council for East Africa in fulfillment of its mandate as determined from time to time by the East African Community, Partner States and Member Universities.

Key Duties and Responsibilities:

1. Be the Accounting Officer for the Council;
2. Provide effective leadership towards the achievements of the Council's objectives;
3. Ensure timely preparation and implementation of Council annual work plans in all areas;
4. Ensure effective management of Council policies;
5. Ensure successful and professional holding of all Council meetings;
6. Supervise and ensure timely preparation and submission of annual budgets to the Council;
7. Ensure effective budgetary oversight and control for all Council funds;
8. Ensure harmonious growth, development and stability of the Council;
9. Nurture and manage an innovative, competent and cohesive staff team;
10. Ensure professional accountability to the Executive Committee on all Council Staff;
11. Establish strategic and productive linkages and partnerships with local and international institutions for the benefit of the Council;
12. Ensure effective and functional relationship with the EAC Partner States and all Member Universities;
13. Ensure periodic and regular accountability for the performance of the Council to the Executive Committee and other stakeholders;
14. Ensure sound security and utilization of all Council assets and properties;
15. Perform any other responsibilities that may be assigned by the Executive Committee of IUCEA and all other Committees.

Experience and Professional Qualifications

- a) Should be a citizen of the United Republic of Tanzania;
- b) Should hold a PhD or a Masters Degree from a recognized University;
- c) Should have at least 10 years experience working in an academic and/or research institution five (5) years of which he/she will have served in a senior leadership/management position;
- d) Should have a minimum of 5 years experience in leadership and management position such as Head of Department, Dean/Director, Principal, Deputy Vice-Chancellor, Vice-Chancellor or equivalent positions;
- e) Should have capacity to initiate networks and lead teams of workers in a complex and sensitive multi-cultural/sectoral environment;
- f) Should demonstrate requisite experience in managing institutional funds;
- g) Should demonstrate capability of managing working teams of individuals from diverse backgrounds;
- h) Should have adequate experience working with development partners on programmes and projects;
- i) Should have capacity to solicit and mobilize resources (financial and human) to meet the Council Objectives.

- j) Should have a functional and practical working knowledge of ICT and its applications: and
- k) Should have experience in preparation and implementation of Strategic Plans.

Tenure and Salary:

As per the Inter-University Council for East Africa Act of 2008, the successful applicant for this post will serve for a non-renewable term of 5 years.

A comprehensive remuneration package commensurate with the Professional and Diplomatic status of the post will be offered to the suitable candidate. Additional details on these may be obtained from the undersigned.

The application should be marked “**APPLICATION FOR THE POST OF EXECUTIVE SECRETARY (IUCEA)**”.

B. POST OF: DEPUTY EXECUTIVE SECRETARY (DES)

The Deputy Executive Secretary is the next Officer below the Executive Secretary of the Inter-University Council for East Africa.

Your Key Duties and Responsibilities:

1. Provide effective deputization for the Executive Secretary;
2. Ensure effective and professional coordination of Inter-Universities meetings as will be held from time to time;
3. Ensure timely preparations and successful implementation of Council Annual Work Plans in all areas;
4. Provide leadership in the preparation of quality proposal for funding by relevant organizations;
5. Ensure effective initiation of linkages and partnerships with local and international institutions and organizations;
6. Provide effective leadership to professional and technical staff;
7. Ensure timely preparation and presentation of quality reports/proceedings for projects/programmes and meetings;
8. Ensure that Minutes of the Council meetings are professionally and timely prepared;
9. Coordinate the process of performance contracts for all staff;
10. Support the implementation of quality assurance systems in member Universities;
11. Supervise the implementation of 5-year Rolling Strategic Plans and annual operational work plans by all staff;
12. Perform any other duties that may be assigned by the Executive Secretary or the Executive Committee..

Experience and Professional Qualifications

- a) Should be a citizen of Burundi or Rwanda;
- b) Should hold a PhD or a Masters degree from a recognized university;
- c) Should have 10 years experience working in an academic and/or research institution;
- d) Should have a Minimum of 5 years experience in leadership and management position such as Head of Department, Dean/Director, Principal, Deputy Vice-Chancellor, Vice-Chancellor or equivalent positions;
- e) Should demonstrate competence in research and publications;
- f) Should have experience in managing Human Resources matters;
- g) Should have experience in managing financial resources including donor funds;
- h) Should have a functional and practical working knowledge of ICT and its applications;
- i) Should have the capacity to initiate networks and lead teams of workers in a complex and sensitive multi-cultural/sectoral environment;
- j) Should be able to work on multiple projects and programmes.

Tenure and Salary:

As per the Inter-University Council for East Africa Act of 2008, the successful applicant for this post will serve on contract for a period of three (3) years which may be renewable for a further final term of 3 years.

A comprehensive remuneration package commensurate with the Professional and Diplomatic status of the post will be offered to the suitable candidate. Additional details on these may be obtained from the undersigned.

The application should be marked **“APPLICATION FOR THE POST OF DEPUTY EXECUTIVE SECRETARY (IUCEA)”**.

C. SUBMISSION GUIDELINES

Applicants who meet the above criteria should submit six (6) copies of their applications including the letter of application, CV, three referees' contacts, copies of Certificates and testimonials and other relevant documents to the undersigned latest by 5.00 O'clock on 22nd February, 2010.

Please note that this advertisement is on the IUCEA website: www.iucea.org

IUCEA is an equal opportunity employer:

**The Chairperson of Council
The Inter University Council for East Africa
East African Development Bank Building
3rd Floor, Plot 4 Nile Avenue
P O Box 7110
Kampala, Uganda.
Email: exsec@iucea.org, recruit@iucea.org**

NB: Electronic applications will not be considered. However, applicants may notify dispatch of their application packages through the above e-mail addresses.