INTER-UNIVERSITY COUNCIL FOR EAST AFRICA
P.O. BOX 7110 KAMPALA, UGANDA

JOB RE-ADVERTISEMENT

POSITION OF EXECUTIVE SECRETARY

1.0 Background Information

The Inter-University Council for East Africa (IUCEA) is an institution of the East African Community (EAC) responsible for promoting the strategic and sustainable development of higher education systems and research for supporting East Africa’s socio-economic development and regional integration. Its vision is to become an EAC strategic institution responsible for promoting, developing and coordinating human resources development and research in the region. The headquarters of IUCEA are in Kampala, Uganda. IUCEA operates under an Act enacted by the East African Legislative Assembly in 2009.

2.0 Vacancy of the Position of the Executive Secretary

The position of Executive Secretary of IUCEA which is due to fall vacant on 5/11/2015 is occupied on rotational basis among EAC Partner States. Applications for the position of Executive Secretary are now invited from nationals of the Republic of Rwanda who met the requirements.

3.0 Functions

The successful candidate shall be the Chief Executive Officer of IUCEA. She/he shall be required to provide overall leadership and policy guidance; establish and coordinate practical working relationships between IUCEA, EAC Secretariat, Partner States, National Commissions/Councils for higher education in the Partner States, Higher Education Institutions, development partners, and other key IUCEA partners and stakeholders that would contribute to the achievement of the objects of IUCEA as provided for in the IUCEA Protocol 2002 and IUCEA Act 2009. She/he is the custodian of the property of IUCEA, and responsible for implementation of decisions made by the Governing Body and the EAC Council of Ministers.

4.0 Key Duties and Responsibilities

(a) Promoting the objectives of higher education in the Community, in particular, the development of human resources, knowledge and innovations to sustain EAC economies
(b) Enhancing support systems in research, teaching and services to universities to assist them to offer quality education
(c) Promoting leadership and management capacity in higher education institutions in the region and supporting the establishment of systems of the university of the future

(d) Advising Partner States and other stakeholders in the region on appropriate strategies for adequate investment in higher education

(e) Coordinating strategic planning, managing and monitoring, implementing strategic programs for the achievement of the IUCEA objects

(f) Initiating studies and research related to the implementation of programs for the most appropriate, expeditious and efficient ways of achieving the IUCEA set objectives

(g) Mobilizing funds from development partners and from other sources to facilitate implementation of projects of the institution for the strategic development of higher education and research in the Community

(h) Providing effective leadership for the achievement of the institution’s objectives

(i) Initiating the development of strategic policies for promoting the development of higher education and research in the Community and ensuring the effective management of the same

(j) Supervising and ensuring timely preparation and submission of annual budgets to the Governing Board and EAC Secretariat for subsequent submission to the Partner States and the East African Legislative Assembly

(k) Ensuring effective budgetary oversight and control of the utilization of all resources

(l) Ensuring harmonious growth, development and stability of the institution

(m) Nurturing and managing innovative, competent and cohesive staff relations

(n) Establishing strategic and productive linkages and partnerships with local and international institutions

(o) Ensuring periodic and regular reporting on the performance of the institution to the Governing Board, the Sectoral Council, the Council of Ministers and other stakeholders

(p) Ensuring sound custody and utilization of all institutional assets and properties

(q) Performing any other responsibility that may be assigned by the Governing Board and the EAC from time to time

5.0 Minimum Job Requirements

(a) Academic Qualifications
Be a holder of a PhD degree from a recognized institution.

(b) Experience
(i) Have 15 years’ experience in university teaching, research and service to the community.
(ii) Have at least 5 years experience in university management at the rank of at least Deputy Vice Chancellor/Vice Rector or equivalent portfolio
(iii) Proven track record of successful management and innovation.

(c) Key Competencies
(i) Have sound management, leadership, conceptual, analytical, communication, high level negotiation, networking and problem solving skills.
(ii) Computer literate
(iii) Good interpersonal skills

6.0 Tenure and Remuneration
As per the IUCEA Act 2009, the successful applicant for this post shall serve for one term of 5 years which is non-renewable. A comprehensive remuneration package commensurate with the EAC D1 Job Grade and Diplomatic status shall be offered to the suitable candidate. Additional details on these packages may be obtained from the undersigned.

Age Limit: Not more than 55 years.
7.0 Notification
The successful candidate shall be notified of his/her appointment by end of April 2015 to give him/her enough time to also give notice to his/her employer.

8.0 Submission of Applications
The deadline for submission of applications to the IUCEA Secretariat is 28\textsuperscript{th} February 2015. Application letters should be accompanied with the following:
(i) Certified copies of the applicants degree awards
(ii) Up to date and comprehensive Curriculum Vitae
(iii) Addresses of three referees, one of which should be of the current immediate supervisor.

Those who submitted their applications when this position was first advertised should re-apply afresh in accordance to this re-advertisement.

Applications marked \textbf{“APPLICATION FOR THE POST OF IUCEA EXECUTIVE SECRETARY”} should be submitted through the Permanent Secretary, Ministry of Education, Republic of Rwanda, P. O. Box 622, Kigali, Rwanda addressed to:

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