



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

## **1.0 Background Information**

The Inter-University Council for East Africa (IUCEA) is a strategic institution of the East African Community (EAC) responsible for coordinating the development of human resources and research in the EAC Higher Education Institutions. The main objectives of IUCEA are to; (i) facilitate networking among universities in East Africa, and with universities outside the region; (ii) provide a forum for discussion on a wide range of academic and other matters relating to higher education in East Africa; and (iii) facilitate maintenance of internationally comparable education standards in East Africa so as to promote the region's global competitiveness in higher education.

In order to fulfil its current mandate and to meet all its objectives and planned activities, IUCEA now wishes to recruit staff at the Secretariat for the posts;

- **Chief Principal Quality Assurance and Qualifications Framework (P4),**
- **Principal Innovations and Outreach Officer (P3),**
- **Senior Administrative Officer (P2),**
- **Senior Qualifications Framework Officer (P2),**
- **Senior Quality Assurance and Standards Officer (P2),**
- **Senior Exchange Programs Officer (P2),**
- **Estates Management Officer (P1), and**
- **Accountant (P1).**

**Applications are invited from qualified individuals from the EAC Partner States. Candidates from the Republics of South Sudan, Rwanda, Kenya and Burundi are especially encouraged to apply since the recruitment will be subjected to the EAC Quota System.**

## **2.0 Description of the Positions**

### **i) Chief Principal Quality Assurance and Qualifications Framework- ( Re advertised )**

**Unit:** Quality Assurance and Qualifications Framework

**Grade:** P4

**Job Reports to:** Deputy Executive Secretary - HERSS

**Job Supervises:** Senior Quality Assurance and Standards Officer and Senior Qualifications Framework Officer.

**Job Purpose:** The job holder will provide strategic leadership and management in the process of development and implementation of quality assurance guidelines and standards, and qualifications framework strategies, policies and guidelines. Subsequently, the job holder will collate policies, guidelines and standards on quality assurance and qualifications framework for operationalization of the East African Community Common Higher Education Area.

## **Duties and Responsibilities**

- i. Overseeing strategic development, implementation of quality assurance and qualifications framework activities and carrying out monitoring and evaluation processes.
- ii. Overseeing the development of regional policies for effective operationalization of the EAC Common Higher Education Area.
- iii. Mobilizing resources for quality assurance and qualifications framework activities.
- iv. Keeping himself/herself abreast with international developments in quality assurance and qualifications framework and accordingly informing higher education institutions and national commissions and councils for higher education in the EAC Partner States
- v. Organizing dialogue and advocacy forums on harmonization of higher education systems in the Community.
- vi. Organizing dialogue and advocacy forums on operationalization of the EAC Common higher Education Area.
- vii. Promoting curricula reforms in order to equip graduates with the skills and knowledge which meet the needs of employers as well as self-employment in accordance with development plans of the Community
- viii. Developing and implementing regional projects on quality assurance and qualifications framework
- ix. Any other duty that s/he may be assigned by Deputy Executive Secretary – HERSS

## **Key Performance Indicators**

- Qualifications Framework developed and operationalized
- Number and type(s) of quality assurance standards and guidelines developed and operationalized
- Number of quality assurance modules developed, published and utilized
- Status of the development of quality assurance systems in higher education institutions in the region
- Number of dialogue forums on quality assurance and qualifications framework held
- Number of projects/programmes developed and funded

## **Minimum Job Requirements**

### **a) Academic Qualifications**

Must have a PhD from a recognized institution

### **b) Work Experience**

i) Have at least ten years' experience in teaching and/or research, of which 5 years at the rank of Senior Lecturer or equivalent in a recognized higher education institution.

or

ii) Have ten years of experience in Management of Quality Assurance and/or Qualifications Framework at National Council/Commissions for Higher Education, of which 5 years at least at a rank of Director at the National Council/Commission for Higher Education.

### **c) Key Competencies**

- Must have sound knowledge of quality assurance in higher education
- Have sound knowledge of program development and evaluation
- Have sound knowledge on institutional evaluation
- Have clear understanding of the basic mission of higher education institutions
- Be conversant with academic programs in higher education institutions and the multiple challenges and global pressures facing them
- Have knowledge on tracer study processes
- Have good interpersonal and communication skills

- Have sound computer knowledge and skills

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**ii) Principle Innovations and Outreach Officer- (Re advertised)**

**Unit:** Research and Innovations

**Grade:** P3

**Job Reports to:** Chief Principal Research and Innovation Coordination

**Job Supervises:** None

**Job Purpose:** The job holder will provide leadership in the coordination of innovations and outreach for higher education institutions. S/He will coordinate activities to enhance innovations undertaken in higher education institutions in the region.

**Duties and Responsibilities**

- i. Promoting the development of viable research, innovations and outreach programmes to address socio-economic needs in the East African Community.
- i. Facilitating development of joint research, innovation and outreach projects among higher education and research institutions in the region.
- ii. Facilitating linkages between higher education institutions and the business community through development of collaborative research and innovation programmes and projects.
- iii. Facilitating organisation of regional conferences, workshops, and seminars to disseminate research results to stakeholders.
- iv. Facilitating exchange of information between researchers and the general society related to research, innovation and outreach activities: identification, execution and monitoring and evaluation.

**Key Performance Indicators**

- i. Research management information system and outreach activities available and periodically updated,
- ii. Number of research projects/programmes developed and funded,
- iii. Number of intra- and inter-institutional research networks established ,
- iv. Number of regional seminars, conferences, and workshop organised,

**Minimum Job Requirements**

**(a) Academic Qualifications**

Have a Masters' degree in Science, Mathematics, ICT, Engineering or related fields from a recognized institution. A PhD is an added advantage.

**(b) Work Experience**

Have at least 5years experience in teaching and/or research at the rank of Lecturer or equivalent in a recognized higher education or research institution, 3 years at Senior Management level.

**(c) Key Competencies**

- Must have sound knowledge of research, innovation and outreach services delivery by higher education or research institution
- Have sound experience in research proposal and report writing
- Be conversant with academic programs in higher education and the multiple challenges and global pressures facing them
- Have good interpersonal and communication skills
- Have sound computer knowledge and skills

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**iii) Senior Qualifications Framework Officer-(Re advertised)**

**Unit:** Quality Assurance and Qualification Framework

**Grade:** P2

**Job Reports to:** Chief- Principal Quality Assurance and Qualifications Framework

**Job Supervises:** None

**Job Purpose:** The job holder will provide support in maintenance and operationalisation of the East African Qualifications Framework for Higher Education.

### **Duties and Responsibilities**

- i. Documenting and rationalizing higher education qualifications in the region.
- ii. Developing and maintaining on-line qualifications and accreditation registers.
- iii. Organising and coordinating dialogue forums on qualifications frameworks.
- iv. Organising regional capacity building workshops on qualifications framework and policies therein.
- v. Any other duty as may assigned by the management.

### **Key Performance Indicators**

- Functional register of qualifications and accreditation of programs and institutions in place
- Number of dialogue forums in qualifications frameworks held and outcome thereof
- Number of capacity building on qualifications framework and policies therein.

### **Minimum Job Requirements**

#### **(a) Academic and Professional Qualifications**

Have a Masters' degree from a recognised institution.

#### **(b) Work Experience**

Have at least five years working experience in higher education institutions or in a higher education quality assurance, accreditation, and/or qualifications framework agency.

#### **(c) Key Competencies**

- Must have sound knowledge of higher education management including quality assurance, accreditation systems, and operationalisation of a qualifications framework
- Have clear understanding of the basic mission of higher education institutions
- Have good interpersonal and communication skills

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#### **iv) Senior Administrative Officer- (Re advertised)**

**Unit:** Human Resource and Administration

**Grade:** P2

**Job Reports to:** Principal Human Resource and Administration

**Job Supervises:** Procurement Officer and General Staff

**Job Purpose:** The job holder will provide administrative support to the Principal Human Resource and Administration by coordinating all matters regarding office administration, procurement, transport, conferencing/meetings, protocol, security and supervision of general staff.

### **Duties and Responsibilities**

- i. Provide cost effective and efficient administrative services including procurement of goods and services.
- ii. Supervise the preparation of annual procurement plan.
- iii. Manage transport issues including planning, allocation, maintenance, insurance, vehicle registration, controlling and accounting of fuel.

- iv. Ensuring safety of staff and assets of IUCEA by ensuring secure working environment
- v. Provide protocol services to visitors and dignitaries visiting IUCEA.
- vi. Organise official luncheons, dinners, cocktails and other get together activities of IUCEA
- vii. Supervise the management of IUCEA registry.
- viii. Coordinate logistics for meetings, travel requests and produce relevant reports and minutes.
- ix. Liaison with the ministries in charge of Foreign Affairs of the Partner States in all respect of immunities, Visas, work permits and privileges of IUCEA staff.
- x. Follow up of supply of goods and services and generate procurement reports.
- xi. Supervise Procurement Officer and the General staff.
- xii. Performing any other duties that may be assigned by the Principal Human Resource and Administration from time to time.

### **Key Performance Indicators**

- i. Efficient administrative system.
- ii. Safety of IUCEA staff and assets.
- iii. Timely acquisition of office supplies.
- iv. Timely processing of work permits, travel requests, report and meeting logistics.
- v. Efficient transport system.

### **Minimum Job Requirements**

#### **a) Academic Qualifications**

Masters' degree in Business Administration (MBA) or Masters' degree in Public Administration, International Relations or its equivalent from a recognised university

#### **b) Professional Qualifications**

Certified Public secretary (CPS), Post graduate Diploma in Human Resource, Purchasing and Supply Chain Management or its equivalent are an added advantage

#### **c) Work Experience**

Minimum eight (8) years, 3 years at senior position in either in public service or a busy private establishment

#### **d) Key Competencies**

S/He Must be able to provide strategic and team leadership, create a conducive and empowering work environment which promotes creativity and innovation among staff, coach, mentor and motivate staff, manage diversity, conflict and change, procurement, effectively communicate, have presentation, conceptual, analytical, planning, negotiation, networking, judgment and decision making skills; should also be computer literate.

### **v) Senior Quality Assurance and Standards Officer**

**Unit:** Quality Assurance and Qualifications Framework

**Grade:** P2

**Job Reports to:** Chief Principal Quality Assurance and Qualifications Framework

**Job Supervises:** None

**Job Purpose:** The job holder will be responsible in developing, organizing and coordinating capacity building programmes related to Quality Assurance and Standards.

## **Duties and Responsibilities**

The jobholder will coordinate:

- i. Development of regional operational policies, principles, guidelines/or standards on Quality Assurance.
- ii. Development of training modules related the East African Quality Assurance system
- iii. Regional training in quality assurance, curriculum development and transformative trends in higher education pedagogy.
- iv. Dialogue forums on quality assurance
- v. A liaison person between IUCEA and the East African Quality Assurance Network for Higher Education (EAQAN)
- vi. Coordinate activities of the EAQAN at IUCEA
- vii. Keep abreast with current trends and development of Quality Assurance and share the experiences with members of EAQAN.

## **Key Performance Indicators**

- Number of policies, principles, guidelines/standards developed and operationalised
- Number of training modules developed, published and operationalised
- Number of training workshops held based on the developed modules
- Number of quality assurance dialogue forums held and outcome thereof
- Number of global currents trends in Quality Assurance shared with EAQAN and other stakeholders.

## **Minimum Job Requirements**

### **a) Academic and Professional Qualifications**

Have at least a Master's degree from a recognized institution.

### **b) Work Experience**

Have at least eight years' experience in teaching and research in a recognised higher education institution or in the area of quality assurance in higher education in a recognised higher education institution.

Or

Have at least eight years' experience in management of Quality assurance in a National Commission/Council for Higher Education, 3 of which must be a senior level or equivalent.

### **c) Key Competencies**

- Must have sound knowledge of quality assurance in higher education
- Have sound knowledge of academic programmes development and evaluation, and in quality assurance in higher education
- Have good interpersonal, communication, and report writing skills
- Have sound computer knowledge and skills

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## **vi) Senior Exchange Programs Officer**

**Unit: Staff Exchange, Links and Students Programs**

**Grade:** P2

**Job Report to:** Chief Principal Exchange Programs, Links and Partnership

**Job Supervises:** None

**Job purpose:** The job holder will be responsible for staff and student exchange programmes, and management of intra-and inter-institutional links, regionally and internationally.

**Duties and Responsibilities**

- i. Developing and managing staff and student exchange programme policies and guidelines
- ii. Developing and coordinating regional and international links
- iii. Operationalizing an endowment fund for supporting student exchange programmes
- iv. Monitoring and evaluating programmes and making suggestions on improvement strategies

**Key Performance Indicators**

- Number of staff and students participating in exchange programmes
- Endowment fund operational
- Number of intra-/inter-institutional links established
- Monitoring and evaluation reports

**Minimum Job Requirements**

**(a) Academic Qualifications**

Have at least a Master’s degree from a recognized institution

**(b) Work Experience**

Have at least eight years’ experience in teaching and research at recognized higher education institution or in managing staff and students exchange programmes, 3 year at Senior Management level

**(c) Key Competences**

- Must Have sound knowledge in projects and programmes development and coordination, and development and coordination of inter- and intra-university cooperation
- Must have experience in staff exchange in higher education institutions
- Have sound knowledge of program monitoring and evaluation
- Have clear understanding of the basic mission of higher education institutions
- Be conversant with academic programs in higher education and the multiple challenges and global pressures facing them
- Have good interpersonal, communication and soft skills
- Have sound computer knowledge and skills

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**vii) Estates Management Officer (EMO)**

**Unit:** Human Resource and Administration

**Grade:** P1

**Job Reports to:** Principal Human Resources and Administration Officer

**Job supervises:** None

**Job Purpose:** The job holder will facilitate and implement Policies and Procedures in regard to the proper utilization and maintenance of the IUCEA Headquarters Buildings and Security of staff and assets of IUCEA.

**Duties and Responsibilities:**

- i. Coordinate the allocation and utilization of available office space in IUCEA Building;

- ii. Supervise office cleaning services as well as maintenance of the grounds around the Buildings;
- iii. Coordinate and supervise the regular maintenance of the office premises and advise management on any corrective action where necessary;
- iv. Ensure that utility bills and rates for the Buildings (i.e. water and electricity) are regularly paid;
- v. Oversee the provision of municipal services to IUCEA premises and overall environmental cleanliness and ambiance
- vi. Recommend security strategies, policies, procedures and ensure implementation of the same;
- vii. Review and advise Management on improvement of IUCEA's security systems;
- viii. Provide leadership to the security team and ensure that all designated areas are adequately manned;
- ix. Monitor and ensure that procedures for booking of visitors are carried out promptly and accurately;
- x. Liaise with the Police and other authorities on security matters concerning IUCEA;
- xi. Investigate cases of breach of security and report as appropriate to Management for action;
- xii. Put in place preventive measures against security breaches that may affect dignitaries on official visits to IUCEA and liaise with their security details to ensure compliance; and
- xiii. Perform any other duties as may be assigned by the Principal Human Resource Officer.

### **Key Performance Indicators**

- Appropriate office space accommodation is awarded to every staff to work from
- A clean and hygienic environment is maintained in the work place
- Repairs on the buildings are done on time
- Health and safety measures are installed in the Building and are functioning
- Safe and secure environment is maintained for those working in the Building

### **Minimum Job Requirements**

#### **a) Academic Qualifications**

A bachelor's Degree in Civil Engineering, Estates Management, or its equivalent from a recognized university. Training in Property Management and Security will be an added advantage.

#### **b) Experience**

- Have 5 years relevant working experience
  - Good knowledge of property management
  - Experience in handling security matters
  - Good interpersonal, communication and report writing skills
  - Good computer knowledge and skills.
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## **viii) Accountant**

**Unit:** Accounts

**Grade:** P1

**Job Reports to:** Senior Accountant

**Job Supervises:** None

**Job Purpose:** The job holder will provide support to budgeting, accounting and book keeping processes

### **Duties and Responsibilities**

- i. Verifying payment vouchers to ensure they are duly signed, coded, with correct amount and properly filed
- ii. Proper and reliable book keeping and maintenance of accounting records
- iii. Updating of all staff imprest and other payments of the institution
- iv. Processing all taxes due including refund of Value Added Tax (VAT)
- v. Capturing all payments and receipts into the SUN Accounting System
- vi. Carrying out monthly Bank reconciliations process
- vii. Supporting monthly reconciliation of General Ledger accounts with other modules and summary account listings (Provision for gratuity, membership fees, partner states contributions)
- viii. Maintaining and update IUCEA fixed assets register with any addition, disposals and generate depreciation charges as required.
- ix. Supporting IUCEA budget preparation processes (Capturing Annual Operational Plan - AOP, Costing, Coding)
- x. Uploading approved budget from the Budget Management System into the SUN Accounting System
- xi. Confirming budget availability for all expenditure requests before approval
- xii. Assisting in preparation of quarterly budget performance report basing on each cost center activities and targets
- xiii. Supporting in the preparation of year-end financial statements
- xiv. Performing any other duties that may be assigned by the Principal Accountant from time to time

### **Key Performance Indicators**

- Expenditures and reconciled account statements
- Verified payment Vouchers
- Bank reconciliation statements reviewed and approved
- Properly kept financial records
- Budget uploaded in the accounting system

### **Minimum Job Requirements**

#### **a) Academic Qualifications**

Minimum Bachelor Degree in Finance and/ or Accounting from a recognized university

#### **a) Professional Qualifications**

Certified Public Accountant (CPA K/U/T/R, ACCA) or its equivalent

#### **b) Work Experience**

Minimum Five (5) years in public service or a busy private establishment

#### **c) Key Competencies**

- Must be competent in financial accounting,

- Ability to operate Finance Information Systems such as SUN Systems,
- Good organizational, interpersonal relationship and communication skills.
- Must be a person of high integrity and proven ethical behaviour.

### **3.0 Tenure and Remuneration**

As per the EAC Staff Rules and Regulations, the successful applicant for this post shall serve for a five year term renewable once. A comprehensive remuneration package commensurate with the EAC Professional Job Grades and Diplomatic status shall be offered to the suitable candidate. Additional details on these packages may be obtained from the undersigned.

### **4.0 Age Limit**

Applicants should not be more than 55 years as the EAC retirement age is 60 years.

### **5.0 Notification**

The successful candidate shall be notified of his/her appointment by the 2<sup>nd</sup> week of April to give him/her enough time to also give notice to his/her employer.

### **6.0 Submission of Applications**

The deadline for submission of application forms to the IUCEA Secretariat is **1<sup>st</sup> February, 2021**. Application forms should be downloaded and filled online accompanied with the following:

- (i) Certified copies of the applicant's 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.
- (iv) Any other relevant supporting documents

Applications marked "**APPLICATION FOR THE POST OF .....**"

**Complete the online form on this link <https://forms.gle/Jd3gkQw1mrm3Kuf9A> / <https://bit.ly/3aAnZ4X> and submit application documents electronically to the following address:**

The Executive Secretary

Inter-University Council for East Africa

P.O. Box 7110, Kampala, Uganda

Tel: +256 414 256 251/2

E-mail: [recruit@iucea.org](mailto:recruit@iucea.org)

#### NOTE :

- 1- **All candidates who applied for the re-advertised positions earlier are encouraged to re-apply.**
- 2- **IUCEA will not accept hand delivered applications. Applicants must complete application forms as indicated above.**