



# Avance International University

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## OFFICE OF THE UNIVERSITY COUNCIL

### JOB ADVERTISEMENTS

**Application Deadline:** 16th July 2024 | **Duty Station:** Wakiso, Nabweru Campus | **Start Date:** As Soon As Possible (ASAP)

#### JOB TITLE: HUMAN RESOURCE OFFICER

**Department / Faculty:** Human Resource Department

**Reports To:** University Secretary

**Duty Station:** Wakiso, Nabweru Campus

**Start Date:** As Soon As Possible (ASAP)

**Application Deadline:** 16th July 2024

#### PURPOSE OF THE JOB

To manage and coordinate all human resource functions including recruitment, employee relations, performance management, and HR policy implementation to support the university's mission.

#### KEY DUTIES AND RESPONSIBILITIES

- Develop and implement HR policies and procedures in line with university regulations and labour laws.
- Manage the full recruitment cycle including job advertising, shortlisting, interviewing, and onboarding.
- Maintain accurate and up-to-date employee records and HR databases.
- Coordinate staff performance appraisal processes and support management in performance improvement.
- Advise management and staff on HR policies, employment legislation, and best practices.
- Handle employee relations issues, grievances, and disciplinary matters.
- Coordinate staff training and development programs.
- Prepare HR reports and analytics for management decision-making.
- Manage payroll inputs, staff benefits, and statutory deductions.
- Support succession planning and talent management initiatives.

#### QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Human Resource Management, Business Administration, or a related field.
- Postgraduate qualification in HR or a related field is an added advantage.
- At least 3 years of relevant experience in an HR role, preferably in a higher education institution.
- Knowledge of Uganda Labour Laws and HR best practices.

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- Excellent interpersonal, communication, and organisational skills.
  - Proficiency in MS Office and HR information systems.

## HOW TO APPLY

Interested and qualified candidates should send their application letter, updated CV, copies of academic certificates, and transcripts to the Human Resource Office or via email to: [hr@aviu.ac.ug](mailto:hr@aviu.ac.ug). Please indicate the position you are applying for in the subject line of your application.

Only shortlisted candidates will be contacted.

## JOB TITLE: QUALITY ASSURANCE DIRECTOR

**Department / Faculty:** Quality Assurance Directorate

**Reports To:** Vice Chancellor

**Duty Station:** Wakiso, Nabweru Campus

**Start Date:** As Soon As Possible (ASAP)

**Application Deadline:** 16th July 2024

## PURPOSE OF THE JOB

To provide strategic leadership in the development, implementation, and monitoring of quality assurance systems and processes to ensure academic and administrative excellence.

## KEY DUTIES AND RESPONSIBILITIES

- Develop, implement, and review the university's quality assurance framework and strategic plan.
- Lead institutional accreditation processes and ensure compliance with national and international quality standards.
- Coordinate internal and external quality audits, reviews, and evaluations.
- Monitor and evaluate the quality of academic programmes, teaching, and research.
- Prepare quality assurance reports and recommendations for university management.
- Liaise with the National Council for Higher Education (NCHE) and other regulatory bodies.
- Promote a culture of quality and continuous improvement across all departments.
- Train and sensitise staff on quality assurance standards and procedures.
- Manage the QA directorate and provide supervisory oversight to QA staff.
- Coordinate student satisfaction surveys and use findings to drive improvements.

## QUALIFICATIONS AND EXPERIENCE

- A PhD or Master's Degree in Education Management, Quality Assurance, or a related field.
- At least 5 years of senior experience in quality assurance in a higher education setting.
- Strong knowledge of NCHE standards and higher education regulatory frameworks.
- Excellent analytical, reporting, and communication skills.
- Demonstrated ability to lead institutional change and foster quality culture.
- Membership in a relevant professional body is an added advantage.

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## **JOB TITLE: ACADEMIC REGISTRAR**

**Department / Faculty:** Academic Registry

**Reports To:** Vice Chancellor

**Duty Station:** Wakiso, Nabweru Campus

**Start Date:** As Soon As Possible (ASAP)

**Application Deadline:** 16th July 2024

### **PURPOSE OF THE JOB**

To oversee all academic registration, examinations, student records, and academic policy administration to ensure efficient and effective academic services.

### **KEY DUTIES AND RESPONSIBILITIES**

- Manage student admissions, registration, and academic records in accordance with university regulations.
- Oversee the planning, administration, and integrity of all university examinations.
- Maintain and safeguard all student academic records and transcripts.
- Coordinate the preparation and publication of academic calendars, timetables, and results.
- Advise the university management on academic policy matters.
- Supervise registry staff and ensure efficient delivery of student academic services.
- Liaise with NCHE and other national bodies on academic matters.
- Coordinate graduation ceremonies and the issuance of academic documents.
- Manage the academic appeals and complaints process.
- Ensure compliance with data protection regulations in handling student information.

### **QUALIFICATIONS AND EXPERIENCE**

- Master's Degree in Education Administration, Management, or a related field.
- At least 5 years of experience in academic administration in a recognised university.
- In-depth knowledge of higher education regulations and NCHE requirements.
- Strong leadership, organisational, and communication skills.
- Proficiency in academic management information systems.
- High level of integrity, accuracy, and attention to detail.

### **HOW TO APPLY**

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## **JOB TITLE: UNIVERSITY SECRETARY**

**Department / Faculty:** Office of the University Secretary

**Reports To:** Vice Chancellor

**Duty Station:** Wakiso, Nabweru Campus

**Start Date:** As Soon As Possible (ASAP)

**Application Deadline:** 16th July 2024

### **|PURPOSE OF THE JOB**

To serve as the chief administrative and legal officer of the university, ensuring proper governance, legal compliance, and efficient administration of the institution.

### **|KEY DUTIES AND RESPONSIBILITIES**

- Serve as secretary to the University Council, Senate, and other statutory bodies.
- Maintain official university records, minutes, and statutory documents.
- Advise the university management on legal, governance, and compliance matters.
- Ensure the university operates in accordance with its charter, statutes, and applicable laws.
- Oversee the day-to-day administrative operations of the institution.
- Manage legal matters including contracts, litigation, and regulatory compliance.
- Coordinate university-wide policy development and implementation.
- Liaise with government agencies, regulatory bodies, and external stakeholders.
- Manage the university's communication and public relations strategy.
- Support the Vice Chancellor in strategic planning and institutional governance.

### **|QUALIFICATIONS AND EXPERIENCE**

- Master's Degree in Law, Public Administration, Management, or a related field.
- A legal background or qualification is highly desirable.
- At least 7 years of senior administrative experience, preferably in higher education.
- Sound knowledge of higher education governance, legal frameworks, and public administration.
- Excellent leadership, interpersonal, and communication skills.
- High level of integrity, professionalism, and discretion.

### **|HOW TO APPLY**

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