



JOB ADVERT NO.1/2025

November 17, 2025.

St. Ignatius University Kabale invites applications from suitably qualified persons to fill the vacancies advertised below. The application must include; a cover letter; a detailed Curriculum Vitae indicating two referees, certified copies of all relevant academic transcripts and certificates, a photocopy of the applicant's National ID and colored passport size photo. Applicants are required to submit complete applications.

Kindly address the Application to;

THE UNIVERSITY SECRETARY

ST. IGNATIUS UNIVERSITY KABALE,

P. O BOX 884 KABALE, UGANDA.

Applications can be delivered either physically to the University, or sent via email not later than **5:00pm EAT** on **5th December 2025.**

E-mail: us@iguka.ac.ug

Position: DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS (DVC-AA)

Reports to: VICE CHANCELLOR

Duty station: KABALE DISTRICT

QUALIFICATIONS.

1. Minimum academic qualification of PhD.
2. Four (4) years' experience in a senior administrative leadership role (preferably at the level of Dean or above).
3. A minimum of ten (10) years as a professional in teaching and research in Universities or other Tertiary Institutions with significant experience in curriculum development, research administration and fundraising.
4. Excellent communication, leadership, and interpersonal skills essential for collaborating with various stakeholders within and outside the University.
5. Proactive Problem Solving, Strategic Planning and Excellent Human Resource Management Skills.

6. The applicant must be a person of proven integrity, professionalism and dedication to Community Service.
7. A proven record of publications in reputable journals.

TENURE OF APPOINTMENT

The appointment shall be for a five (5) years contract renewable once, subject to satisfactory performance.

DUTIES AND RESPONSIBILITIES

The Deputy Vice Chancellor Academic Affairs shall report directly to the Vice-Chancellor and shall be:

1. Responsible for managing the academic affairs of the University including evaluating performance to identify priorities for continuous improvement and innovation.
2. Responsible for inter-institutional relations on academic affairs in close collaboration with the Vice Chancellor.
3. Responsible for scanning the Higher Education sector for new developments and best practices (national, regional and international), including relevant legislation, bringing them to the University's attention and implementing them in the University as appropriate.
4. Responsible for curriculum development, review, submission and follow up with relevant regulatory authorities.
5. Responsible for coordinating planning, forecasting and budgeting for the Academic Division of the University.
6. Responsible for initiating proposals for academic innovation, community outreach, partnerships and academic linkages with other institutions.
7. Responsible for spearheading efforts to increase IGUKA's competitiveness in the Education sector.
8. Responsible for quality assurance in teaching and research.
9. Responsible for supporting the professional growth of the academic staff.
10. The Chairperson of the Scholarship Committee.
11. An ex-officio member of Council and Council Committees.
12. Responsible for enhancing and overseeing the performance of the research, grants and innovations office.
13. Responsible for ensuring compliance with national higher education policies, regulations, and standards.
14. Assigned any other function or duties by the Vice Chancellor or University Governing Council from time to time.

Position: CHIEF FINANCE MANAGER

Reports to: UNIVERSITY SECRETARY

Duty station: KABALE DISTRICT

QUALIFICATIONS

1. A Master's Degree in Economics, Business Administration, Accounting, Finance or a related field. Professional accounting qualification (such as CPA/ACCA) is an added advantage.
2. Experience in programme/project design and grant management, including budgeting, costing, monitoring and Evaluation.
3. At least 3 years of experience in financial management, with a proven track record in senior-level roles at a recognized organization.
4. Advanced analytical, numerical, and modeling skills, with a strong knowledge of financial systems, accounting principles, and relevant legislation.
5. Excellent communication, leadership, and interpersonal skills essential for collaborating with various stakeholders within and outside the University.
6. Demonstrated ability to write and analyze grant proposals.
7. Evidence of continuous professional development and Community Service.
8. A high level of integrity, professionalism, strategic thinking, and the ability to work under pressure.

TENURE OF APPOINTMENT

The appointment shall be for a three (3) years contract renewable, subject to satisfactory performance.

DUTIES AND RESPONSIBILITIES.

1. Develop and implement a comprehensive resource mobilization plan for the University, with clear strategies for achieving fundraising goals.
2. Develop and operationalize the University's Financial Plan, providing strategic advice to the University Management on all financial matters, including fiscal planning and helping the University achieve its financial objectives.
3. Coordinate the budgeting process and monitor budget and work plan implementation and assess budget performance, support resource mobilization efforts and propose allocations of revenue to budget desks.
4. Coordinate and facilitate University Accountability and Audit processes.
5. Compile and present financial reports in an accurate and timely manner.
6. Ensure integrity and proper management of Financial Records of the University.

7. Monitor adherence to agreements, statutory obligations and other financial obligations of the University to its stakeholders such as the National Council for Higher Education, Local Governments, Service Providers, and Funders e.t.c.
8. Support the development of the University's internal capacity for resource mobilization through training, tools, and best-practice guidance.
9. Write and edit compelling foundation documents, grant proposals, reports, and other required fundraising documents, ensuring they are timely, complete, high-quality, and meet donor requirements.
10. Provide guidance and support in respect to the management of grants, contracts and procurement.
11. Ensure adherence to grant agreements, including reporting timelines and visibility requirements, and manage the overall grant award process.
12. Advising the University on finance, accounting and taxation matters.
13. Carry out any other function or duties assigned by the responsible offices from time to time.