



**Dated: 19<sup>th</sup> August 2022**

## **JOB ADVERT**

Clarke International University (CIU) [formerly, International Health Sciences University (IHSU)] is one of the leading Private Universities in Uganda, established in 2005 by Dr. Ian Clarke with an aim of improving the training of Human Resources for Health. The University offers a wide range of Health and Business / Applied technology related courses in its different faculties, with a mission of preparing students for global leadership and be catalysts for transformation. The University seeks to fill the following positions as it continues to expand.

### **Job Title: Executive Assistant to the Vice Chancellor**

**Reporting to: The Vice Chancellor – CIU**

#### **Job Summary**

The Executive Assistant to the Vice Chancellor (VC), relieves the VC of operational and administrative details and performs administrative functions that require a thorough knowledge of university policies, procedures, and operations and an understanding of the University's role within the wider community. He / She has recurring contact with members of the Senior Management Team, Senior Administrators and Executives, Academic heads, public and private officials, the media, students, staff and parents. He / She uses discretion in the dissemination of information to faculty, students, staff and the various publics served by the University and coordinates activities with several major subordinate administrative units of the University. The Executive Assistant demonstrates commitment to continuous quality improvement and to providing outstanding service to a variety of internal and external University stakeholders and maintaining an overall standard of excellence for the staff in and out of the Office of the VC.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Facilitates the efficient utilization of the VC's time through development and coordination of a complex calendar of appointments, meetings, social engagements, and University and community functions with individuals and groups.
2. Promotes a positive image of the University by greeting and receiving visitors to the VC's

**#Make a Difference**





office, responding to inquiries from diverse University publics (e.g., students, parents, faculty, staff, legislators, alumni, the media, and public and private officials), providing authoritative and knowledgeable information regarding University policies or decisions, referring inquiries or problems to the appropriate office or person, resolving problems, facilitating decision-making, and following up to determine the inquirer's satisfaction with the response.

3. Serves as a liaison between the VC and other University administrators, members of the University Council (where necessary), public and private officials, various boards, faculty, staff, students, and the various publics served by the University by communicating and/or interpreting policy, decisions, and documents issued by University, gathering information and providing information to the VC, and representing the VC's Office on select University and civic committees.
4. Safeguards the confidentiality of University administration by exercising discretion in communicating information to faculty, students, staff and the various publics served by the University and in handling administrative records, file, and similar confidential items.
5. Coordinates the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department, or agency for outgoing communications.
6. Assists the VC in oversight functions by reviewing, monitoring, and approving University personnel action forms and reviewing correspondence and documents prepared by other offices for the VC's signature.
7. Serves as event coordinator for various functions of the VC's Office including the Charity and Community Projects, Rose's Journey Scholarship Program, The Exit Career Package Workshops, Speaking Engagements, Public Lectures, and Collaborating Partners Visits.
8. Serves a liaison between the VC and Executive and Senior Management (Exec/SMT) in developing and distributing weekly Exec/SMT agendas/minutes/action points to members.
9. Facilitates efficient and cost-effective official travel for the VC and other official visitors by making travel arrangements and preparing associated approval forms and expense reports for travelers.
10. Provides information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in useable and understandable formats.
11. Prepares correspondence for distribution or approval and signature, checking the documents for completeness and accuracy.

**#Make a Difference**





12. Assists with development and management of the budgets under control of the VC's Office by maintaining budget records, reconciling and verifying vouchers and receipts for accuracy, producing financial reports and summaries, completing budget transfers (where necessary), and verifying and approving all international travel for the University.
13. Facilitates the success of events hosted by the VC's office by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, arranging for audiovisual and associated support equipment, using independent judgment regarding event alternatives, modifications, or last-minute changes, and coordinating or providing support during the events.
14. Performs records management of a complex filing system by overseeing the filing system, creating files and records as necessary using judgment and knowledge of office requirements, updating files and records, determining retention and purging schedules, and retrieving files and documents as needed.
15. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
16. Remains competent and current through self-directed professional reading, developing professional relationships with colleagues, attending professional development seminars, and attending training and/or courses as required by the VC.
17. Contributes to the overall success of the University by performing other essential duties and responsibilities as assigned.

### SUMMARY KEY AREAS

1. Complex Schedule Management
2. Management of Communication
3. Strategic Planning and Execution Support
4. Operational Oversight in collaboration with Office of the Registrar and HR
5. Event, Project Management and Resource Mobilization
6. Curriculum Development Support
7. Monitoring and Evaluation

### MINIMUM ACCEPTABLE QUALIFICATIONS

**Education:** A Master's degree with at least 2 years' experience, and or A Bachelor's degree with

**#Make a Difference**





3-5 years' experience in a similar or related role.

**Experience:**

- **Strongly desirable:**
  - At least 2-5 years of increasingly responsible secretarial, administrative, communications, and management experience.
  - Track record of successfully managing simultaneous projects and meeting deadlines consistently in a fast-paced work environment
  - Experience in project management, research, report, newsletter, and grants writing
  - Strong IT skills—Proficient with multiple computer applications
- **Desirable**
  - An extensive knowledge of general office procedures and practices and responsibility for the supervision of others on a regular basis.
  - Proven track record of management in an executive environment.
  - Requires an understanding of all entities within the University and their relations and interface to the University and demonstrated experience consulting and advising senior-level executives.

**Knowledge, Skills and Abilities: Required**

- Excellent verbal, written, and communication skills are required; i.e., the ability to communicate effectively verbally and through written correspondence as well as in communicating with individuals in one-on-one situations.
- A precise command of grammar, punctuation, spelling, and the correct usage of the English language
- Attention to detail and being able to follow through effectively
- Trustworthy
- Adeptness with multitasking and problem solving
- Computer literacy: includes keyboarding ability and proficiency with word processing, spreadsheets, graphics, and presentation software.
- Excellent organizational and planning skills
- Must be able to work independently, use initiative, and make substantive decisions quickly.
- The ability to develop knowledge of, respect for, and skills to engage with those of other

**#Make a Difference**





cultures or backgrounds is also required.

### **Physical Effort and Work Environment**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional to medium standing or walking (including stair climbing), and/or the lifting and carrying of small objects.

### **Job Title: Alumni Relations Officer**

#### **Reporting to: PR & Marketing**

#### **Job Summary**

The Job holder shall be responsible for all activities and relations of Clarke International University Alumni. He/she shall be in charge of developing and managing engagement programs focused on increasing the depth and diversity of the Alumni relationships within the university along with other university personnel, such as alumni outreach programs and fundraising programs that are designed to foster and strengthen these relationships. He / she shall also be in charge of all University's social media platforms

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develops, coordinates, and implements overall strategies for Alumni relations within the University's list of priorities; recommending short and long-range goals, as well as managing the overall direction of alumni programs. These may include; Alumni benefits and services; communication and publicity, Events and activities, supporting academic and other departments in undertaking events and communications that promotes good alumni relations; etc.
2. Promotes and fosters effective alumni relations through continuing communication and personal contact with constituent groups as well as providing staff assistance to Alumni Association committees and groups.
3. Performs necessary administrative functions such as; record and directories keeping, reports, correspondence, proposals, and analyses, program budget oversight and contractual arrangements, as necessary; reconcile accounts, monitor investments, internal audit of all financial accounts within the alumni association and tailoring the

**#Make a Difference**





Alumni Relations programmes to the available resources.

4. Organizes and coordinates alumni functions with special responsibility for one or more of the following: local, regional and national chapters, alumni publications, fund raising, recognition and awards, reunions, homecoming, travel programs, alumni and/or student relations, and other special events and services.
5. Evaluates and monitors effectiveness of programs/services and identifies problems, recommends improvements and institutes changes within the University.
6. Serves as the link between the Alumni, Peer institutions (for best practice) and others on matters relating to alumni events, activities, University publications, web and email communication at the University.
7. Identifies, cultivates, and stewards alumni and volunteers. Organizes programs for students / volunteers and helps them to discover new opportunities of career & employment; as well as helping the current leadership to identify potential new volunteers and future leadership.
8. Collaborates with other University departments on programs which engage alumni through multiple channels such as academic programs - lectures, seminars, and workshops.
9. Working with the Marketing & PR officer, the jobholder shall support the implementation of all University and Alumni Marketing campaigns
10. Undertaking other similar duties as may be assigned by the line manager.

#### **EDUCATION QUALIFICATIONS**

A Bachelor's degree with at least 2-3 years' experience in a similar or related role, as well as being part of the Alumni association of Clarke International University.

#### **Experience, Knowledge, Skills and Abilities**

- He/she must have experience in marketing and Alumni relations (alumni relations, fundraising, public relations) or have a background in an educational sector. Knowledge in management may also serve as an advantage
- Demonstrated ability to develop, direct and coordinate multiple programs and

**#Make a Difference**





activities, including promotions

- Knowledge of and involvement in the CIU community, its disciplines and relationships, and willingness to develop an in-depth understanding
- Written and oral presentations skills are needed in order to communicate effectively.
- Outstanding interpersonal skills: with the proven ability to establish and maintain positive relationships with a wide range of people including the ability to recruit, motivate and manage people
- Good financial planning and budgetary skills; Empathy, with the need to diversify funding for Higher Education institutions.
- Organized, flexible and able to work independently.
- Strong analytical, IT and administrative skills including experience in database manipulation and website maintenance
- An articulate and confident manner in order to develop good relationships with, and motivate current students and volunteers to act as ambassadors on behalf of the University
- Attention to detail and being able to follow through effectively
- Experience of, and demonstrable success in, recruiting, managing and motivating students / alumni
- Must be able to maintain absolute confidentiality of sensitive information.

## **Internship - Quality Assurance Intern**

**Reporting to: Quality Assurance Officer**

### **Internship Summary**

The Quality Assurance intern shall support the Quality Assurance officer in the development and management of procedures of academic quality assurance and enhancement which foster the realization of CIU's strategic objectives and are in line with the guidelines of statutory, professional and regulatory bodies.

**#Make a Difference**







## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support the QA Officer in the distribution, collection, and categorization of course evaluation reports in liaison with the relevant offices, to ensure timely evaluation exercises for both staff and students.
2. Assist in the running and generation of protocols and dissertations for students within the University.
3. Work with the QA officer in the generation and analysis of data for the department and the University at Large, to support decision making.
4. Participate and represent the University in different seminars and conferences pertaining to quality Assurance and enhancement together with the QA officer.
5. Support the QA officer in the preparation of periodic internal and external reviews, in collaboration with HODs, accreditation, and statutory bodies.
6. Support and ensure that University policies and procedures are being implemented by the respective departments; and, are regularly reviewed to reflect fitness of purpose, and accommodate dynamic internal and external environment
7. Perform any other duties assigned by the Line manager.

## Person Specifications

- A Bachelor's degree from a recognized institution.
- Good operating knowledge of micro soft word, excel, access, and email/Internet
- Ability to plan and prioritize one's work.
- the ability to multi-task and work under pressure and deadlines
- Effective oral and written communication skills and the ability to communicate complex information to a wide variety of recipients.
- A polite and courteous manner is essential.

## APPLICATIONS:

Interested candidates should clearly state the **job position** they are applying for in the subject field, and should submit the following, (*please note that incomplete applications will not be considered*):

- One-page summary of your qualifications and experience; indicating how you meet the expected skill-set and competencies for the position and: your motivation for applying (*your*

**#Make a Difference**







**CLARKE**  
INTERNATIONAL UNIVERSITY  
LEAD • INNOVATE • TRANSFORM

**HUMAN RESOURCES  
OFFICE**

 (+256) 0750 000600

 [hr@ciu.ac.ug](mailto:hr@ciu.ac.ug)

 [www.ciu.ac.ug](http://www.ciu.ac.ug)

*signature is required*).

- Your Curriculum Vitae (CV) in English (please include your current residence address, telephone number, and email address, date of birth, gender and nationality);
- Copies of Academic papers (*Certified Academic documents are required*)
- Name(s) and full contact details of at least three (03) referees.

Applications should be sent to;

The Human Resources Manager; Clarke International University

Email: [hr@ciu.ac.ug](mailto:hr@ciu.ac.ug)

**Deadline for Submission:** Wednesday, 31<sup>st</sup> August 2022 at 17:00hrs

*Clarke International University (CIU) is an equal opportunity employer.*

**Note: Only short-listed candidates will be contacted.**

**#Make a Difference**



Kawagga Close, off Kalungi Road, Muyenga  
Block 244 | Plot 8244 Bukasa Kyadondo  
P.O.Box 7782 Kampala-Uganda