



VACANCY ANNOUNCEMENT
POSITION: DEPUTY VICE CHANCELLOR - ACADEMIC AFFAIRS

Clarke International University Council through the search committee invites applications with palpable momentum from suitably qualified persons for the position of Deputy Vice Chancellor – Academic Affairs (DVCAA)

1. ABOUT THE UNIVERSITY

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 currently has 4 faculties i.e., Institute of Public Health & Management, Institute of Allied Health Sciences, School of Nursing and Midwifery, and the School of Business and Applied Technology that offer a wide range of Health and Business / Applied technology related courses. Our Vision is; – “A values-based university that inspires leadership, critical thinking, innovation, and outstanding academic training that transforms communities”, with a Mission of preparing students for global leadership, and to be catalysts for transformation.

2. JOB TITLE:	DEPUTY VICE CHANCELLOR - ACADEMIC AFFAIRS (DVCAA)
DEPARTMENT:	CIU, DVCAA
Report	Reports to the Vice Chancellor
Supervises	The Director School of Postgraduate studies, Research & Innovations and all Faculty Deans, University Librarian, Academic Registrar and other Staff.

a) Job Summary

The Deputy Vice Chancellor for Academic Affairs (DVCAA) is the Chief Academic Officer of Clarke International University (CIU), responsible for all academic-related affairs and leadership at the University. The DVCAA will lead the positioning of CIU as an innovator in the delivery of the highest quality teaching programs and producing the most outstanding

graduates (undergraduate and graduate students). He is the primary advocate for the faculty and is responsible for oversight of all academic policies, direction, programs, planning and coordination; curriculum development; and optimal utilization of teaching, research and library facilities; and the services that support them. The DVCAA will oversee institution-wide development of the capacities of academic and professional staff to better support student learning and achieve our goal of being a leader in education excellence. He/ she reports directly to the Vice Chancellor and serves in his /her stead as requested. He/ she works collaboratively with key administrative leaders, such as the Deputy Vice Chancellor for Finance and Administration, Senior Management team, Senate, and all Heads of departments.

The DVCAA must be able to focus resources toward achievement of established strategic objectives and development of new directions at CIU where program quality, enrollment, retention and student success are top priorities.

b) Essential Duties And Responsibilities

- Assist the Vice-Chancellor in the performance of his / her functions and in this regard, is responsible for all Academic Affairs in the University through the promotion of policies, plans and programs that enhance the Academic and Professional excellence of the University.
- Establishes systems for the planning, development and review of academic programs, and oversee the development, implementation and review of the policy framework for monitoring the quality, standards and management of the University's academic programs.
- Supervises the University-wide program of curriculum renewal to ensure the coherence of courses, maximize rational flexibility for students while minimizing duplication and overlap, and oversee their effective and consistent delivery.
- Develops long-range planning and budget priorities that promote academic success, as well as managing the fiscal resources and budgetary processes within all academic units in alignment with the University strategic priorities.
- Bring dynamic, visionary, and strategic leadership to ensure the University's learning and teaching strategies and outcomes are academically challenging, professionally relevant, and delivered using the best available methodologies and technologies.
- Supervises the recruitment process in order to hire qualified professors, lecturers, instructors, staff and other personnel within the different faculties and schools. He / she also ensures the development of a balanced academic staff profile for the University as well as the faculty capabilities.
- Promotes and provides direction for CIU's scholarships, Research, publications & creative endeavors.
- Lead discussions at the Academic Board regarding policy development, course development and accreditation, and represent the University externally on all academic affairs.

- Promotes partnerships and networking for academic growth and development in and outside the University, as well as facilitating interdisciplinary collaborations among academic leadership and faculty.
- Presides over collaborative, transparent decision-making processes on pedagogy and academic strategy throughout the University and drive the successful implementation of their outcomes among administrators and faculty staff.
- Fosters CIU's commitment to "Learning By Doing" including work placements and cooperative learning agreements, and industry outreaches.
- Collaborates on the design and implementation of innovative strategies affecting the future of higher education, including online learning and other technologies to promote student access, success and efficiency.
- Oversees the selection and admission of students, and monitors compliance in setting and marking all examinations in accordance with the established regulations.
- Confers regularly with academic Deans and Directors to plan, coordinate and evaluate instructional facilities to support teaching and learning activities.
- Facilitates community/civic and industry engagement, including development of partnership with business and industry as well as other institutions.
- Develops, monitors, and implements quality assurance systems that will enable the University to meet and maintain the highest standards in teaching, learning and research.
- Provides able leadership and guidance as Chairperson / member, for the difference University committees including - Admissions, Exams, Library, Student Disciplinary and Awards Committee; senior management team, Academic, and Appointments Committees, etc.
- Deputizes, and performs the functions of Vice Chancellor In his / her absence.
- Performs such other functions that may be delegated to him or her by the Vice Chancellor or assigned by the University Council.

c) Skills, Experience and Attributes of the Deputy Vice Chancellor - Academic Affairs:

- Have a strong commitment to higher education with Proven academic and administrative leadership skills to lead and inspire teams
- Strategic academic planning, policy development, budgeting, and academic personnel administration in a higher education setting
- Exhibits commitment to the principles of diversity, fairness, and integrity
- Knowledge of academic programme development, accreditation, implementation, management and assessment at both the undergraduate and graduate/post graduate levels.
- Strong interpersonal and communication skills with ability to generate required consensus on strategic initiatives among diverse stakeholders including executive management, faculty staff and students, external bodies/ regulatory or government institutions, private, and non-profit, and maximize available resources.

- Excellent entrepreneurial skills including proven budgetary, management and team skills in an academic and practical institution, and clear understanding of the social, economic and political implications of decisions made.
- Commitment to the delivery of quality educational support services with effective organizational and management skills including planning, assessment, financial and personnel resources management: ability to demonstrate innovation and creativity in the pursuit of the University's academic and practical goals and objectives is a key requirement.
- Proven track record in improving academic performance, enabling innovation and effectively managing change and quality assurance.
- Outstanding record of scholarly achievement appropriate to an appointment at professorial level with a record of success in leading and managing teams and overseeing their development.
- Experience with integrated learning technologies and their application to the learning process together with demonstrated awareness of the issues in relation to the design of learning experiences for students.
- Significant experience in Research Administration and Fund Raising will be an added advantage.

d) Minimum Qualifications

- PhD /Academic Doctorate, and be at least at the level of Associate Professor from an accredited institution, with extensive academic experience in strategy planning and execution.
- Must have a minimum of five (5) years' experience in a senior administrative leadership role (at the level of Dean or above); and a minimum of ten (10) years profession in teaching, conducting research in Business, Science and Technology.

e) Remuneration:

The University offers a competitive remuneration package to the individual appointed to this position in accordance with the University Terms of Service.

f) Tenure of Appointment:

The Deputy Vice-Chancellor Academic Affairs is appointed for an initial period of three (3) years which could be renewed for a similar period, subject to performance.

3. METHOD OF APPLICATION TO THE ABOVE POSITION:

Candidates meeting the above stated requirements are invited to submit their applications together with the following:

1. A letter of motivation;
2. Detailed and updated curriculum vitae signed and dated by the candidate; with certified copies of academic transcripts and certificates; birth certificates, National ID, and, or relevant pages of their Passports.

3. A written statement of interest not exceeding 1000 words about the candidate's vision for a competitive university in the 21st Century.
4. Names and addresses of three (3) referees who should forward their reports about the applicant directly to the Vice Chancellor using these emails; - hr@ciu.ac.ug and vc@ciu.ac.ug; under Confidential Cover. The Referees should attest the candidate's high academic credentials, experience, leadership, managerial & administrative skills, and personal integrity.
5. Any other relevant information that may assist the Search Committee in determining the suitability of the applicant.

Applications marked "APPLICATION FOR POSITION OF THE DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS" must be addressed to:

The Human Resources Manager,

Clarke International University

Email: hr@ciu.ac.ug and copy in vc@ciu.ac.ug;

Or hand-delivered at Clarke International University, Kawaga Close, off Kalungi Road, Muyenga; Plot 8244, Bukasa; P.O Box 7782 Kampala-Uganda.

Inquiries on the post can be made through the above emails indicating subject as "INQUIRY".

Deadline for Submission: Saturday, 29th October 2022 at 17:00hrs

Clarke International University (CIU) is an equal opportunity employer, and this post is open to both eligible Ugandans and Non-Ugandans.

Only shortlisted candidates will be contacted.

University Council Search Committee