



Inter-University Council of East Africa (IUCEA)



“Quality Education for Development”

Vacancies for the posts of Principal Innovations and Outreach Officer (P3), Senior Administrative Officer (P2) and Senior Qualifications Framework Officer (P2) at IUCEA Secretariat

11, March 2020

Opportunities, Vacancies

IUCEA now wishes to recruit staff at the Secretariat for the posts of **Principal Innovations and Outreach Officer (P3), Senior Administrative Officer (P2) and Senior Qualifications Framework Officer (P2)**. Applications are invited from qualified individuals from the EAC Partner States.

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 fulfill its current mandate and to meet all its objectives and planned activities, IUCEA now wishes to recruit staff at the Secretariat for the posts of **Principal Innovations and Outreach Officer (P3), Senior Administrative Officer (P2) and Senior Qualifications Framework Officer (P2)**. Applications are invited from qualified individuals from the EAC Partner States. **Candidates from the Republic of South Sudan are specifically encouraged to apply.**

2.0 Description of the Positions;

Principal Innovations and Outreach Officer

Grade: P3

Job Reports to: Chief Principal Research and Innovation Coordinator

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

1.

1. Promoting the development of viable research, innovations and outreach programmes to address socio-economic needs in the East African Community.
2. Facilitating development of joint research, innovation and outreach projects among higher education and research institutions in the region.
3. Facilitating linkages between higher education institutions and the business community through development of collaborative research and innovation programmes and projects.
4. Facilitating organisation of regional conferences, workshops, and seminars to disseminate research results to stakeholders.
5. 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

1. Research management information system and outreach activities available and periodically updated,
2. Number of research projects/programmes developed and funded,
3. Number of intra- and inter-institutional research networks established ,
4. 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 10 years' 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

Senior Qualifications Framework Officer

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

1. Documenting and rationalizing higher education qualifications in the region.
2. Developing and maintaining on-line qualifications and accreditation registers.
3. Organising and coordinating dialogue forums on qualifications frameworks.
4. Organising regional capacity building workshops on qualifications framework and policies therein.
5. 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

Senior Administrative Officer

Grade: P2

Job Reports to: Principal Human Resource and Administration Officer

Job Supervises: 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

1. Provide cost effective and efficient administrative services including procurement of goods and services.
2. Supervise the preparation of annual procurement plan.
3. Manage transport issues including planning, allocation, maintenance, insurance, vehicle registration, controlling and accounting of fuel.
4. Ensuring safety of staff and assets of IUCEA by ensuring secure working environment
5. Provide protocol services to visitors and dignitaries visiting IUCEA.
6. Organise official luncheons, dinners, cocktails and other get together activities of IUCEA
7. Supervise the management of IUCEA registry.

8. Coordinate logistics for meetings, travel requests and produce relevant reports and minutes.
9. 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.
10. Follow up of supply of goods and services and generate procurement reports.
11. Supervise general staff.
12. Performing any other duties that may be assigned by the Principal Human Resource and Administration from time to time.

Key Performance Indicators

1. Efficient administrative system.
2. Safety of IUCEA staff and assets.
3. Timely acquisition of office supplies.
4. Timely processing of work permits, travel requests, report and meeting logistics.
5. 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.

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 first week of July 2020 to give him/her enough time to also give notice to his/her employer.

6.0 Submission of Applications

The deadline for submission of applications to the IUCEA Secretariat is **6th April, 2020**.

Application letters should be accompanied with the following:

- Certified copies of the applicant's degree awards
- Up to date and comprehensive Curriculum Vitae
- Addresses of three referees, one of which should be of the current immediate supervisor.

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

Applications shall be sent 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