



MAKERERE UNIVERSITY BUSINESS SCHOOL

Plot 21A Portbell Road, P. O. Box 1337, Kampala,
General Line: 0414-338130, Email: schsecretary@mubs.ac.ug

(INTERNAL ADVERT)

Makerere University Business School (MUBS) is a Public tertiary Institute affiliated to Makerere University with the mandate to provide business and management education in the country. MUBS seeks to attract and retain talented individuals in a positive, diverse, healthy and safe work environment.

Applications are invited from suitably qualified Ugandans to fill the positions of Deputy Principal at Makerere University Business School.

POSITION : ACTING DEPUTY PRINCIPAL

SALARY SCALE : PU3/ PU4 (depending on the rank)

REPORTS TO : PRINCIPAL

PROFILE FOR THE POSITION OF ACTING DEPUTY PRINCIPAL

The Acting Deputy Principal shall:

- i) Provide leadership to the Office of the Deputy Principal; and
- ii) Be responsible to the Principal for the Academic affairs of the School.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist the Principal in the performance of his or her functions and, in that regard, be responsible for the Academic Affairs of the School;
2. In the absence of the Principal, perform the functions of the Principal;
3. Initiate programs that enhance the academic and professional excellence of the School;
4. Oversee the development, implementation and review of the policy framework for monitoring the quality, standards and management of the School's academic programs in accordance with the National Council of Higher Education (NCHE) guidelines;
5. Establish systems for the planning, development and review of Diploma, Undergraduate, postgraduate, research programs and any other academic programs of the School;
6. In consultation with the Principal, oversee the selection, admission, registration, examination of students and academic ceremonies;
7. Initiate and coordinate the development and review of the circular for academic programs offered at the School;
8. Monitor compliance in setting and marking all examinations following established regulations;
9. Establish systems for students' timely completion of academic programmes;
10. Promote partnerships and networking for academic growth and development in the School;
11. Plan, supervise and review the strategic plan and annual action plan and budget for academic departments;
12. Oversee the accreditation process for program accreditation;
13. Ensure optimal utilization of teaching, research and library facilities; and

14. Perform such other functions that may be delegated to him or her by the Principal.

KEY OUTPUTS

1. Deputize the Principal.
2. Coordinate academic programs.
3. Contribute to the development and implementation of the School's strategic Plan.
4. Promote Academic excellence through research and innovation.
5. Network and resource mobilization.

DESIRABLE ATTRIBUTES:

1. Strong leadership, interpersonal and communication skills;
2. A good track record in leadership and research.
3. Good knowledge of Academic policies governing institutions of higher learning.
4. High level of integrity and maturity.
5. Excellent analytical ability.

PERSON SPECIFICATION:

1. Hold a PhD.
2. Should at least be at the rank of Associate Professor;
3. At least four (4) years of managerial experience in an academic unit, two (2) of which should be at the level of a Dean of Faculty;
4. Teaching experience of at least ten (10) years in any discipline; and
5. Applicant should be a citizen of Uganda with demonstrable experience in networking, research and resource mobilisation.

TENURE OF APPOINTMENT:

Acting Capacity

Note: The mandate of appointing a substantive Deputy Principal is with the Education Service Commission. The appointment in acting capacity is subject to a substantive appointment by the Education Service Commission.

HOW TO APPLY:

Interested and qualified persons are invited to submit three (3) copies of their application together with the following:

- a) A detailed and current Curriculum Vitae.
- b) Names and addresses of three referees (1 Academic and 2 Professional) who should be advised to send reference letters direct to the Principal, MUBS under confidential cover, plus their postal, telephone and email addresses. Applicants are requested to ensure that at least two (2) of the three referees have forwarded reference letters concerning the application at the time of submission.
- c) Certified copies of academic transcripts and certificates. Original documents should not be sent at this stage.
- d) Copies of the candidate's birth certificate and relevant Passport pages/National Identity Card.

Sealed applications marked "CONFIDENTIAL" and bearing the title of the position in the right-hand corner of the envelope must be forwarded to reach the Secretary, MUBS Appointments Board, at the address indicated below, not later than **FRIDAY, SEPTEMBER 12, 2025, at 5:00 pm.**

**THE SECRETARY, APPOINTMENTS BOARD
MAKERERE UNIVERSITY BUSINESS SCHOOL
PLOT M21A, OLD PORTBELL ROAD
P.O. BOX 1337
KAMPALA - UGANDA**

Email: schsecretary@mubs.ac.ug *(electronic applications can be sent to this email)*
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