INTER-UNIVERSITY COUNCIL FOR EAST AFRICA  
P.O. BOX 7110 KAMPALA, UGANDA  

JOB ADVERTISEMENT  

POSITION OF EXECUTIVE SECRETARY  

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.  

2.0 Position of Executive Secretary  
The position of Executive Secretary of IUCEA is due to fall vacant on 1st September, 2020. The position is occupied on rotational basis among EAC Partner States and on this basis the next Executive Secretary would come from the Republic of Burundi. Therefore, applications for the position of Executive Secretary of IUCEA are invited from nationals of the Republic of Burundi who meet the requirements as indicated below.  

3.0 Functions  
The successful candidate shall be the Chief Executive Officer of IUCEA. She/he shall be required to provide overall leadership and policy guidance; establish and coordinate practical working relationships between IUCEA, EAC Secretariat, Partner States, National Commissions/Councils for University/Higher Education in the Partner States, Higher Education Institutions, Development Partners, and other key IUCEA Partners and stakeholders in order to contribute to the achievement of the objectives of IUCEA as provided for in the IUCEA Protocol 2002 and IUCEA Act 2009. She/he is the custodian of the property of IUCEA, and responsible for implementation of decisions made by the Governing Body and the EAC Council of Ministers.  

4.0 Key Duties and Responsibilities  
(a) Promoting the objectives of higher education in the Community, in particular, the development of human resources, knowledge and innovations to sustain EAC economies.
(b) Enhancing support systems in research, teaching and services to universities to assist them to offer quality education
(c) Promoting leadership and management capacity in higher education institutions in the region and supporting the establishment of systems of the university of the future
(d) Advising Partner States and other stakeholders in the region on appropriate strategies for adequate investment in higher education
(e) Coordinating strategic planning, managing and monitoring, implementing strategic programs for the achievement of the IUCEA objects
(f) Initiating studies and research related to the implementation of programs for the most appropriate, expeditious and efficient ways of achieving the IUCEA set objectives
(g) Mobilizing funds from development partners and from other sources to facilitate implementation of projects of the institution for the strategic development of higher education and research in the Community
(h) Providing effective leadership for the achievement of the institution’s objectives
(i) Initiating the development of strategic policies for promoting the development of higher education and research in the Community and ensuring the effective management of the same
(j) Supervising and ensuring timely preparation and submission of annual budgets to the Governing Board and EAC Secretariat for subsequent submission to the Partner States and the East African Legislative Assembly
(k) Ensuring effective budgetary oversight and control of the utilization of all resources
(l) Ensuring harmonious growth, development and stability of the institution
(m) Nurturing and managing innovative, competent and cohesive staff relations
(n) Establishing strategic and productive linkages and partnerships with local and international institutions
(o) Ensuring periodic and regular reporting on the performance of the institution to the Governing Board, the Sectoral Council, the Council of Ministers and other stakeholders
(p) Ensuring sound custody and utilization of all institutional assets and properties
(q) Performing any other responsibility that may be assigned by the Governing Board and the EAC from time to time

5.0 Minimum Job Requirements
(a) Academic Qualifications
   Holder of a PhD degree from a recognized institution.

(b) Experience
   (i) 15 years’ experience in university teaching, research and service to the community.
   (ii) At least 5 years experience in university management at the rank of at least Deputy Vice Chancellor/Vice Rector or equivalent portfolio
   (iii) Proven track record of successful management and innovation.

(c) Key Competencies
   (i) Have sound management, leadership, conceptual, analytical, communication, high level negotiation, networking and problem solving skills.
   (ii) Computer literate
   (iii) Good interpersonal skills

6.0 Tenure and Remuneration
As per the IUCEA Act 2009, the successful applicant for this post shall serve for one non-renewable term of 5 years. A comprehensive remuneration package commensurate with the EAC D1 Job Grade and Diplomatic status shall be offered to the suitable candidate. Additional details on these packages may be obtained from the undersigned.
7.0 Age Limit

Applicants should not be more than 55 years as the EAC retirement age is 60 years.

8.0 Notification

The successful candidate shall be notified of his/her appointment by the last week of June 2020 to give him/her enough time to also give notice to his/her employer.

9.0 Submission of Applications

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

Application letters should be accompanied with the following:
(i) Certified copies of the applicant’s degree awards
(ii) Up to date and comprehensive Curriculum Vitae
(iii) A brief write up indicating areas where the candidate considers to have demonstrated achievements in academic leadership and management
(iv) A letter of support from the current or previous employer verifying the achievements indicated in (iii) above
(v) Addresses of three referees, one of which should be of the current immediate supervisor.

Applications marked “APPLICATION FOR THE POST OF IUCEA EXECUTIVE SECRETARY” should be submitted to the Chairperson of the Executive Committee, through the Permanent Secretary, Ministry in Charge of Higher Education, Republic of Burundi, Boulevard de L’UPRONA, Numero 27, P.O. Box 1990, Bujumbura, Burundi;

Applications shall be sent to the following address:

The Chairperson, Executive Committee
Inter-University Council for East Africa
P.O. Box 7110, Kampala, Uganda
Tel: +256 414 256 251/2
E-mail: recruit@iuea.org