



UNIVERSITY OF SAINT JOSEPH MBARARA

OFFICE OF DEPUTY VICE CHANCELLOR / HUMAN RESOURCE

EMPLOYMENT OPPORTUNITIES

University of Saint Joseph Mbarara is a private University established under *The Universities and Other Tertiary Institutions Act 2001(As amended)*.

Applications are invited from suitably qualified and interested candidates for the following posts:

1: UNIVERSITY FINANCE OFFICE

JOB TITLE: Accounts Assistant
No. of Vancancies : 01
Salary Scale : USJM-6.2
Responsible to : Assistant Accountant
Responsible for : Students and staff

1. Post: Accounts Assistant (01)

a) Purpose of the Job

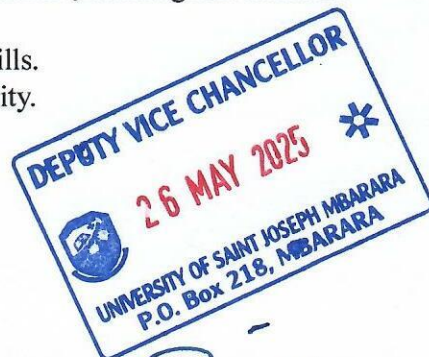
- To enable accountability and smooth financial transactions.

b) Minimum academic qualification / personal specifications:

- Should have earned a Bachelor's degree in Accounting and Finance with a 1st class or 2nd class upper division from a recognized Institution.
- Relevant professional training is an added advantage.
- Should have a two (02) or more years of proven experience with excellent record of accounting practices in a recognised institution.
- Should have a broad knowledge of national, regional and international packages, standards, norms and practices related to accounting, finance , auditing and taxation.
- Should be proficient in accounting software.
- Should have good communication and interpersonal skills.
- Should have high level of demonstrated personal integrity.

c) Duties and Responsibilities:

- Receipt financial transactions of the University



- Record expenditure and income of the University
- Conduct financial analysis and provide support for budgeting.
- Any other assignments given by the Supervisor

2: ACADEMIC REGISTRAR'S OFFICE

JOB TITLE: Deputy Academic Registrar

No. of Vacancies : 01

Salary Scale : USJM-5.2

Responsible to : Academic Registrar

Responsible for : Students

a) Purpose of the job:

- To assist the Academic Registrar in managing and administering all academic matters. This includes overseeing areas like admissions, examinations, research, and publications and maintaining student records, ensuring compliance with academic policies.

b) Minimum academic qualification / personal specifications:

- Should have earned a Master's degree in Education, Administration or any other related field.
- Must have proven experience in academic administration, preferably in a University setting.
- Must have knowledge in computer systems.
- Should have strong organisational skills
- Ability to manage multiple tasks.

c) Duties and Responsibilities:

- To assist in managing student records, registration and graduation processes
- Coordinate examinations
- Timetabling and academic scheduling
- Provide support to student, faculty and staff on academic policies and procedures.
- Develop and implement policies and procedures to enhance academic administration.
- Collaborate with other departments to ensure smooth academic operations.

How to apply:

Candidates interested in these vacancies are required to submit their Cover Letter, C.V, with relevant academic documents, and at least **three** covering letters from professional / academic referees to:

The Human Resource Manager
University of Saint Joseph Mbarara
P.O.Box 218, Mbarara

Telephone +256 393224635 / + 256 705 706680

Deadline: All application should reach the University by 4th June, 2025 at 5.00pm. *Only shortlisted candidates will be contacted for the interviews.*

Human Resource Manager
University of Saint Joseph Mbarara

