



LIRA UNIVERSITY

P.O. Box 1035

Lira, Uganda

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Email: universitysecretary@lirauni.ac.ug

OFFICE OF THE UNIVERSITY SECRETARY

EXTERNAL ADVERT.

EXCITING EMPLOYMENT OPPORTUNITIES WITH LIRA UNIVERSITY

Lira University was established as a Public University under Statutory Instrument No. 35 of July 16, 2015, to expand access to equitable and high-quality higher education and to address the country's critical human resource development needs. The University operates in accordance with the Universities and Other Tertiary Institutions Act, Cap 262, of the Laws of Uganda. It is located in Lira City, within the Lango Sub-region of Northern Uganda.

As part of its mandate, Lira University is committed to providing access to quality higher education, promoting research, and delivering professional training aimed at strengthening health services directed towards Sustainable Health Community and Environment

In line with this mandate, and in an effort to enhance its capacity to support community development and socio-economic transformation, Lira University invites applications from suitably qualified and experienced individuals to fill the following positions.

01. POSITION: DEPUTY UNIVERSITY SECRETARY

ONE VACANCY

SALARY SCALE: PU 4

REPORTS TO: University Secretary

RESPONSIBLE FOR:

- Principal University Secretary
- Senior Administrative Officer (Council)
- Senior Administrative Officer (General Administration)

DEPARTMENT: Administration

1. PURPOSE OF THE JOB

To deputize the University Secretary in providing strategic leadership in the administration and management of the University's governance, human resource, legal, and general administrative functions in order to ensure efficient and effective delivery of University services.

KEY DUTIES AND RESPONSIBILITIES

- 1) Assist the University Secretary in planning, budgeting, and implementation of activities for the Office.
- 2) Support the initiation, review, and implementation of administrative policies, procedures, standards, and terms and conditions of service for the University.
- 3) Coordinate the provision of administrative and support services across the University.
- 4) Interpret, guide, and coordinate the implementation of Council and Senate policies, decisions, and resolutions.
- 5) Monitor and advise on the management of the University's human resources, including welfare, maintenance of staff records, and administration of benefits and emoluments.
- 6) Provide administrative and secretarial support to the University Council, Senate, and their Committees, including timely preparation and distribution of agenda, minutes, and reports.
- 7) Coordinate the formulation, implementation, and review of administrative and human resource regulations and guidelines.
- 8) Supervise and appraise the performance of administrative staff in the University Secretariat and ensure adherence to performance management standards.
- 9) Support the University Secretary in ensuring compliance with statutory and regulatory requirements governing higher education institutions.
- 10) Oversee the management of legal matters in liaison with the Legal Office and represent the University in administrative and quasi-judicial matters as delegated.
- 11) Coordinate and manage official communication, correspondences, and records within the University Secretariat.
- 12) Draft and circulate administrative pronouncements and circulars arising from Council deliberations and resolutions.
- 13) Participate in the development and implementation of the University Strategic Plan and annual work plans.
- 14) Represent the University Secretary in official functions and meetings as assigned.
- 15) Perform any other related duties as may be assigned by the University Secretary.

KEY OUTPUTS

- a) Annual work plans and budgets for the Office of the University Secretary prepared and implemented.
- b) Administrative and human resource policies, procedures, and standards developed, reviewed, and implemented.
- c) Administrative and support services effectively coordinated.
- d) Council and Senate administrative decisions and resolutions implemented and monitored.
- e) Human resource management monitored and effectively guided.
- f) Secretariat services to Council, Senate, and Committees efficiently provided.
- g) Accurate and timely minutes, reports, and administrative records produced and maintained.
- h) Legal and governance compliance ensured.
- i) Administrative circulars and pronouncements drafted and disseminated.
- j) The University represented effectively in delegated administrative matters.

PERSON SPECIFICATIONS

a) Minimum Qualifications

- An Honors Bachelor's Degree in Arts, Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or a related field from a recognized awarding Institution.
- A Post Graduate Diploma in Public Administration, Management, Educational Planning and Management or a related field.
- A Master's degree in any of the following fields: Public Administration and Management, Human Resource Management, Educational Planning and Management, Business Administration (Management option), or Management Studies from a recognized institution.
- A **Certificate in Administrative Law** is an added advantage.

b) Professional Qualifications

- Membership in a recognized professional body (e.g., **Uganda Association of Public Administration and Management (UAPAM)**, **Association of Secretaries and Administrative Professionals in Uganda (ASAPU)**, Uganda Public Sector Human Resource Managers Network (UPSHRMNet), Human Resource Managers Association of Uganda (HRM-U) is an added advantage.

ESSENTIAL SKILLS AND COMPETENCIES

- Proven leadership, management, and decision-making abilities.
- Excellent communication, interpersonal, and negotiation skills.
- High integrity, confidentiality, and ethical conduct.
- Strong analytical and problem-solving skills.
- Excellent report writing and presentation skills.
- Ability to plan, organize, and coordinate multiple activities simultaneously.
- Broad knowledge of the legal, policy, and regulatory framework governing public universities in Uganda.
- Proficiency in computer applications relevant to administrative and management functions.

WORK EXPERIENCE

- At least **six (6) years** of progressively responsible administrative or management experience in a reputable organization, **three (3)** of which should have been at a **senior management level** (equivalent to Principal Officer in Government service).
- Experience in a higher education institution or public sector administration is an added advantage.

AGE LIMIT

- Must be **45 years** of age and above at the time of application, in line with the Uganda Public Service Commission and Education Service Commission guidelines.

02. POSITION: CHIEF, HUMAN RESOURCE OFFICER

ONE VACANCY

SALARY SCALE: PU3 (NON-TEACHING, NON-SCIENCE)

REPORTS TO: THE VICE CHANCELLOR THROUGH THE UNIVERSITY SECRETARY **PURPOSE OF THE JOB**

DEPARTMENT: Administration

To provide professional leadership, direction, and coordination in meeting the University's human resource and general information needs, including offering advice and guidance on the implementation, review, and interpretation of HR policies, strategies, guidelines, rules, and regulations, as well as providing professional leadership in the development, implementation,

monitoring, and evaluation of the University's human resource management systems, policies, plans, programmes, and procedures.

KEY DUTIES AND RESPONSIBILITIES

The officer will head the Human Resource Directorate at the University with the following responsibilities and duties:

- a) To provide leadership in ensuring that Human Resource strategic policies are translated into operational rules, procedures and standards and that these are appropriately communicated and implemented in the entire university.
- b) To participate in the initiation, development, implementation and review of comprehensive HR policies, plans, strategies and guidelines.
- c) To provide advice and interpretation of various Human Resource policies, plans, strategies, guidelines and standards.
- d) To design, implement and continuously improve systems and practices that attract, develop, engage, and retain top talent.
- e) To lead the development and maintenance of appropriate performance management systems.
- f) To make proposals and advise on Human Resource and succession planning.
- g) To analyze staff performance and career progression and make recommendations.
- h) To analyze and advise on the utilization of Human Resource in the University.
- i) To coordinate capacity building and development initiatives of staff.
- j) To effectively implement the decisions of the Appointments Board and the University Council.
- k) To oversee the preparation and monitoring of annual work plans and budgets for the HRM directorate.
- l) To advise on collective bargaining and negotiation agreements with trade unions/Staff Associations.
- m) To conduct Human Resource surveys and researches aimed at establishing performance gaps.
- n) To ensure institutional knowledge is captured and leveraged to support organizational growth and resilience.

KEY OUTPUTS

- a) Leadership in ensuring that Human Resource strategic policies are translated into operational rules, procedures and standards provided and appropriately communicated and implemented in the entire university.
- b) Initiation, development, implementation and review of comprehensive HR policies, plans, strategies and guidelines ensured.
- c) Advice and interpretation of various Human Resource policies, plans, strategies, guidelines and standards provided.
- d) Systems and practices that attract, develop, engage, and retain top talent designed, implemented and continuously improved.
- e) The development and maintenance of appropriate performance management systems spearheaded.
- f) Proposals and advice on Human Resource and succession planning made.
- g) Staff performance and career progression analyzed and recommendations made.
- h) Utilization of Human Resource in the University analyzed and advice given.
- i) Capacity building and development initiatives of staff coordinated.
- j) The decisions of the Appointments Board and the University Council effectively implemented.
- k) The preparation and monitoring of annual work plans and budgets for the HRM directorate overseen.
- l) Advice on collective bargaining and negotiation agreements with trade unions/Staff Associations given.
- m) Human Resource surveys and researches aimed at establishing performance gaps conducted.

Institutional knowledge is captured and leveraged to support organizational growth and resilience ensured.

PERSON'S SPECIFICATION

- a). (i) An Honours Bachelor's Degree in Human Resource Management or
(ii) An Honours Bachelor's Degree in Social Sciences or Development Studies or Arts or Commerce or Business Administration with a recognized bias in HR fields such as HRD or HRM or Organizational Development studies; plus
- b) A Master's Degree in Human Resource Management or A Masters in Business Administration (HR option) or A Master's in Public Administration or Organization Development or Social Sciences

or Development Studies or related field plus a Post Graduate Diploma in Human Resource Management or relevant professional qualification like CIPD or any related field;

d) Membership to Human Resource Management professional body or Association will be an added advantage.

REQUIRED COMPETENCIES

1. Strategic and Leadership Competencies

- Strategic Thinking and Planning:
- Leadership and Vision:
- Change Management:
- Financial Acumen:

2. Interpersonal and Communication Competencies

- Negotiation and Mediation:
- Mentoring and Coaching:
- Communication:
- Emotional Intelligence:

3. Technical and Knowledge-Based Competencies

- Knowledge of Labor Laws and Regulations:
- Human Resource Management Principles:
- Data Analysis and HR Metrics:
- Knowledge Management:

WORK EXPERIENCE

At least ten (10) years' experience in Human Resource practice, three of which should have been served at Deputy Chief Human Resource Officer/Manager or Assistant Commissioner Level in a reputable organization.

AGE LIMIT

The applicant must be at least fifty (50) years old and not more than 55 years old at the time of application.

TENURE OF APPOINTMENT

The appointment shall be on contractual terms for a period of five (05) years, renewable once, based on satisfactory performance.

MODE OF APPLICATION)

Suitably qualified and interested candidates should submit **six (6) hard copies** of their application, neatly packaged in a **file folder**, containing the following documents:

1. **Application Letter** clearly expressing interest in the position.
2. **Recent passport-size photograph** attached to each copy of the application.
3. **Detailed and up-to-date Curriculum Vitae (CV)**, duly **signed and dated** by the applicant.
4. **Certified copies of academic transcripts and certificates.**
5. **Copies of relevant appointment letters** (where applicable).
6. **Copy of the National Identification Card** and any other relevant identification document.
7. **Three (3) reference letters** from referees. Referees should be advised to send their letters **in confidence** either:
 - In **hard copy**, sealed and clearly marked “*Confidential*”, or
 - By email to: universitysecretary@lirauni.ac.ug

8. All applications must be **sealed** and clearly marked with the **position applied for** on the **top right-hand corner of the envelope**. Both the applications and reference letters should be addressed to:

The University Secretary
Lira University
P.O. Box 1035
Lira, Uganda

They must reach the above address **not later than 5:00 PM on 30th December 2025.**

Please Note:

- 1. Incomplete applications** and those **submitted after the deadline** will **not** be considered.
2. Applicants **without National Identity Cards**, or whose **names and dates of birth** on the National Identity Cards **do not match** those on other submitted documents, will **not** be shortlisted.
3. Any form of lobbying will lead to automatic disqualification.
- 4. Only shortlisted candidates** will be contacted.