



## JOB ADVERTISEMENT

### JOB TITLE: MANAGER: INTERNATIONAL OFFICE

**Reports to:** The Deputy Vice Chancellor

**Duty Station:** Kirumba - Masaka

**No of vacancies:** 01

#### CORE PURPOSE OF JOB:

To develop and implement policies and strategies for creating international strategic alliances, managing institutional partnerships and serving as an information channel for international collaboration opportunities in line with the strategic objectives.

The International Office (IO) vision is to engage in a vibrant and viable internationalisation agenda that is culturally enriching and promotes a diverse approach to academic excellence through international best practice. Muteesa I Royal University (MRU) is committed to promoting international relations through co-operative and collaborative partnerships, international programmes and activities with fraternal institutions of higher education within the higher education regulatory framework, provisions of the national planning and policy imperatives, whilst also ensuring consistence with the Vision, Mission and the Goals of the university.

#### Key performance areas (KPA):

- Develop and promote the concept of "internationalization" and ensure that MRU community benefits from the internationalization of MRU.
- Perform a consultative and facilitative role in assisting the MRU community to negotiate departmental, faculty and institutional international linkages.
- Foster international collaborations, hence enhancing the capacity of MRU staff to apply for and win research grants.
- Provide specialist services for international students and applicants at MRU.
- Seek, support and facilitate opportunities for MRU staff and students to experience academic life at international partner universities through staff and student exchange programmes.
- Develop and monitor the implementation of communication, promotion and publicity strategy to market MRU programs in line with University objectives.

The IO will also:

- Maintain a database of Agreements and Memoranda of Understanding with international universities and other partners.
- Liaise with the Ministry of Internal Affairs regarding immigration legislation and compliance.

- Assist international students with immigration issues.
- Monitor events in higher education in Africa and provide advice to MRU academics working with other African institutions.
- Produce information booklets and pamphlets specifically for international students.
- Provide a resource centre on international universities and education opportunities for local students.
- Maintain links with embassies and donor organisations that fund international students.
- Acquire membership of and actively participate in local and international professional bodies on international education e.g. International Education Associations, the National Association for Foreign Student Affairs, (NAFSA), the European Association for International Education (EAIE).
- Manage fees of all non-Ugandan students at MRU.

Note: The Manager's roles will straddle the IO to include other important tasks in University administration, e.g. overseeing training and mentoring Administrative Assistants, provide innovation in local and international student admission and provide advice on the management of student academic administration support functions.

#### **Job requirements:**

1. A Master's degree and not less than 5 years' experience in an International Office at a recognized University.
2. Extensive experience in University administration, good communication skills and interpersonal relations.
3. Demonstrable experience in Faculty management roles, student admissions and student academic administration support.
4. Ability to exercise flexibility, initiative, good judgment, and discretion
5. Ability to work independently, as well as a team

#### **Mode of application**

Interested candidates are invited to submit their applications electronically. The applications MUST include the following:

- 1) A letter of motivation
- 2) Detailed and updated curriculum vitae signed and dated by the candidate
- 3) Names and addresses of three (3) referees.

Applications should be addressed to the Manager, Human Resources, Muteesa I Royal University on the email: [hrm@mru.ac.ug](mailto:hrm@mru.ac.ug)

\*Applications will close on the 7<sup>th</sup> of February 2020