



Muteesa I
ROYAL UNIVERSITY

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(JOB ADVERT)

Muteesa I Royal University (MRU) is a private University that was accredited by the National Council for Higher Education (NCHE) in 2007. MRU was granted a Charter by the State President on 11th March 2024. The main Campus is situated at Kirumba-Masaka, with a branch located at Kakeeka-Mengo. The mission of MRU is to provide training, research and technical guidance responsive to national social- economic needs. MRU is seeking to recruit a highly motivated, innovative and committed candidate to fill the position described below:

Job Title: Dean Faculty of Business

Report to: The Deputy Vice-Chancellor

No of vacancies: 01

Age Limit 35 to 50 years

Job Description:

1. Maintaining and promoting the efficient management of the faculty, supervising academic and other staff of the faculty.
2. Articulate and implement the mission and objectives of the faculty.
3. Convene and Chair Faculty Board meetings.
4. Represent the Faculty in the Deans Committee, Senate, and other bodies within and outside the University as required.
5. Promote and maintain a conducive working environment in the faculty.
6. Plan and budget for the faculty.
7. Prepare the Faculty Reports.
8. Manage the academic programs in the faculty as required by Senate under various rules and regulations to ensure that acceptable standards of teaching and research are maintained.
9. Make recommendations concerning discipline, probation, advancement, and
10. Promotion of academic staff within the faculty.
11. Promote proficiency in teaching and learning and advance the faculty activities in research; innovation; collaboration; community and extension services.
12. Ensure both the annual faculty performance evaluations and student assessments of faculty/course.
13. Maintain effective positive communication channels within the Faculty, University and all stakeholders.
14. Establish necessary structures that will ensure relevant high quality academic offering of the faculty.
15. Review all curriculum requests and coordinate instruction, ensuring that programs meet NCHE accreditation standards.
16. Assist in the establishment of and support for the orderly and regular review of programs and curriculum.
17. Encourage faculty grant writing and acquisition of external funds in coordination with the University.

18. Managing service to the community as an integrated part of the teaching and research activities of the faculty;
19. Creating and maintaining the necessary structures in the faculty by means of which effective and relevant service can be delivered to the community.
20. Recommending the filling of posts and the promotion of staff to the decision-making body concerned;
21. Ensure orientation of all new staff in the faculty.
22. Developing the Faculty Budget and departments with appropriate justification; once budget is approved, monitor and allocate funds from the budget.
23. Formulating proposals for the annual fixing of tuition fees and materials fees for the various academic programmes;
24. Ensure that, all students' results are uploaded on the University system.
25. The Dean, with the support of Institutional Planning, is responsible for: Periodic reporting on the activities of the faculty.
26. Participate in the establishment of the vision, long-term, and short-term planning, decision-making and assist with strategic planning for the University.
27. Performing any other duties as may be assigned from time to time by the Deputy Vice Chancellor (Academics Affairs) on behalf of the Vice Chancellor.

The key performance areas (KPs):

- 1) Award at least 2 research grants
- 2) Ensure that at least 2 papers are presented at conferences
- 3) Ensure that at least 1 paper is published in referred journals
- 4) Ensure that at least 2 proposals are presented for grants to different grant agencies
- 5) Register at least 1 person per year for a PhD programme
- 6) Start at least one programme every four year both Undergraduate and Postgraduate
- 7) Suggest at least one innovative idea that will project a superior image of the University

Bi-Annual Target:

Suggest at least one innovative idea that will project a superior image of the University

Qualification and experience:

- A PhD in the relevant field from a recognized University.
- At least five years' experience in full-time teaching in University Education with some graduate teaching experience.
- Understanding of appropriate accreditation, preferably having national review experience.
- Should be knowledgeable in Management, Budgeting, University Policies and procedures;
- Should demonstrate ability in Computer knowledge.
- Demonstrated commitment to professional growth.

Applications should be forwarded directly to the Manager, Human Resources, Muteesa I Royal University on the email: hrm@mru.ac.ug. Applications will close on the 29th January 2025