



KING CEASOR UNIVERSITY

Plot 32, King Ceasor Road, Ggaba Road, Bunga Hill, Kampala, Uganda

ADVERTISEMENT FOR THE POSITION OF DEPUTY VICE-CHANCELLOR, ACADEMIC AFFAIRS

King Ceasor University (KCU), a chartered private university in Bunga, Kampala, is dedicated to academic excellence, innovation, and quality assurance. We invite applications from qualified candidates for the position of Deputy Vice-Chancellor, Academic Affairs (DVC-AA). The ideal candidate will have a proven record in academic leadership, teaching, research, and strategic institutional management.

1. POSITION

Deputy Vice-Chancellor, Academic Affairs

2. DUTY STATION

King Ceasor University, Bunga, Kampala, Uganda

3. ROLE

The Deputy Vice-Chancellor, Academic Affairs will report to the Vice-Chancellor and shall:

1. Assist the Vice-Chancellor in the performance of his or her functions and, in that regard, be responsible for the Academic Affairs of the University;
2. In the absence of the Vice-Chancellor, perform the functions of the Vice-Chancellor; and
3. Perform such other functions as may be delegated by the Vice-Chancellor or assigned by the University Council.

4. PURPOSE OF THE JOB

The purpose of this role is to lead and coordinate academic and research activities, ensuring the effective implementation of policies and programmes in teaching and research at King Ceasor University.

5. DUTIES AND RESPONSIBILITIES

1. Initiate and secure approval for policies, plans, and programmes that advance the University's academic and professional excellence.

2. Initiate and coordinate curriculum development and review for all courses offered at the University.
3. Ensure all examinations are set and marked according to established regulations.
4. Coordinate the appointment of external examiners.
5. Oversee the selection and admission of qualified students.
6. Oversee the development of research programmes in collaboration with Deans of Schools and submit them to Senate and Council for approval.

6. CANDIDATE SPECIFICATION

1. Hold a Ph.D. or any other academic doctorate.
2. Have substantial senior academic leadership experience from a reputable higher education institution.
3. Be a Ugandan citizen aged 40 to 65 years at the time of application.

6.1 Academic Qualifications

1. Earned a Ph.D. or equivalent doctorate in a relevant discipline.
2. Have at least 5 years of progressive academic experience, including teaching, research, and administration at the level of Dean of a School or Faculty, or higher.
3. A demonstrated record of at least 10 peer-reviewed publications in reputable journals indexed in Scopus, Web of Science, or equivalent databases.
4. Have successfully supervised at least seven (7) postgraduate students at Master's or PhD level to completion, including at least two (2) PhD students.

6.2 Strategic Planning & Governance

1. Provide evidence of participation in university-level strategic planning, including committee membership and contributions to policy development and institutional growth.
2. Have at least five years of experience in academic programme accreditation, contributing to approvals from relevant national or international regulatory bodies.
3. Demonstrate experience leading or supporting at least one (1) higher education ICT integration initiative, such as improving online learning, digital governance, or student information systems.

6.3 Leadership & Administrative Experience

1. Have at least 5 years of academic leadership experience in a reputable institution at the level of Dean of a School or Faculty, or higher.

2. Participated in the development and implementation of at least two (2) academic policies that improved quality assurance, curriculum development, or institutional governance.
3. Demonstrate the ability to lead a school, faculty, or college, ensuring optimal staff performance and professional development.
4. Have a track record of mentoring at least five (5) faculty members in career progression and research output, including co-teaching, publishing, and capacity building in teaching, grant-writing, research, and innovation.
5. Participated in at least two (2) university committees or initiatives on academic policy, research and publications, or student affairs.
6. Demonstrated experience in driving student enrolment growth.

6.4 Teaching, Learning & Curriculum Development

1. Led or contributed to the development of at least five (5) accredited academic programmes or curricula at undergraduate and/or postgraduate level.
2. Participated in designing and conducting at least seven (7) faculty development workshops focused on pedagogy, teaching and learning, research methodologies, or curriculum advancement.
3. Led or coordinated at least one (1) institutional or faculty-level Competency-Based Education and Training (CBET) initiative involving curriculum review, staff capacity building, and implementation of competency-based teaching and assessment practices.

6.5 Research & Innovation

1. Secured at least \$100,000 in competitive research grants from national or international funding agencies.
2. Established or managed a faculty-wide research programme or industry-academic partnership.
3. Published a minimum of two (2) books, or two (2) book chapters, or patents (separate from papers in peer-reviewed journals), contributing to knowledge production in the discipline.
4. Demonstrated experience in organising or coordinating academic or research conferences, seminars, or research dissemination events.

6.6 Financial & Resource Management

1. Demonstrated experience in academic resource planning, budget preparation, and monitoring the effective utilisation of financial resources.
2. Led at least two (2) faculty/resource mobilisation initiatives, increasing funding for research, scholarships, or infrastructure.
3. Developed and executed at least two (2) cost-cutting strategies, optimising institutional resources without compromising academic quality.

6.7 Stakeholder Engagement & Collaboration

1. Built at least four (4) partnerships with government agencies, private sector stakeholders, or international academic institutions.
2. Successfully led or coordinated at least two (2) community engagement or outreach initiatives that strengthened the University's relationships with communities, industry, or other key stakeholders.
3. Served on or contributed to at least two (2) University, national, or international committees, professional bodies, or forums related to higher education.

6.8 Personal Attributes

1. Have a proven record of upholding institutional integrity, with no history of financial mismanagement or ethical violations.
2. Demonstrate strong decision-making and problem-solving skills, with experience managing complex academic or institutional challenges.
3. Be recognised for academic leadership excellence, with at least one award for contributions to higher education.

7. REMUNERATION

An attractive remuneration package will be offered in accordance with King Ceasor University's terms and conditions of service.

8. TENURE

The Deputy Vice-Chancellor, Academic Affairs will serve a four-year term and may be reappointed for one additional term, subject to satisfactory performance.

9. METHOD OF APPLICATION

Applicants must submit a complete application with the following documents:

1. A signed letter of application;
2. A vision statement;
3. Curriculum Vitae with contact details, signed and dated by the applicant;
4. Copies of the required minimum number of publications;
5. Certified copies of academic transcripts and certificates;
6. Three (3) letters of recommendation;
7. Copies of appointment letters to leadership positions at the level of Dean of a School or Faculty, or higher, in a nationally accredited university or academic institution;
8. A copy of the applicant's National Identity Card or passport;

9. Referees must send confidential reference letters, addressed to the Chairperson, Search Committee for the Position of Deputy Vice-Chancellor, Academic Affairs, and deliver them directly to the address below by 5:00 pm on 31 July 2026.
10. The references should cover the following areas: the applicant's academic credentials, experience, leadership, managerial and administrative skills, and personal integrity.

Applications may be submitted in hardcopy or electronic (email) format.

(a) Hardcopy Applications

Both confidential letters and sealed applications marked "CONFIDENTIAL: POSITION OF DEPUTY VICE-CHANCELLOR, ACADEMIC AFFAIRS" should be addressed to:

**SECRETARY, SEARCH COMMITTEE
KING CEASOR UNIVERSITY
PLOT 32, KING CEASOR ROAD, GGABA ROAD, BUNGA HILL
P.O. BOX 88, KAMPALA, UGANDA.**

(b) Electronic (Email) Applications

Electronic applications must include all required documents, scanned and emailed to search.dvcaa@kcu.ac.ug by 5:00 pm East African Standard Time on 31st July 2026.

Please Note That:

1. Incomplete applications or those received after the deadline will not be considered.
2. Only shortlisted applicants will be contacted.

For further information, visit www.kcu.ac.ug, email search.dvcaa@kcu.ac.ug, or call 0200911450 or 0394716326 during working hours (8:00 am to 5:00 pm, Monday to Friday).



**Pape Matama Bagonza
UNIVERSITY SECRETARY**