



KING CEASOR UNIVERSITY

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

ADVERTISEMENT FOR THE POSITION OF DIRECTOR OF POSTGRADUATE STUDIES AND RESEARCH

King Ceasor University (KCU) is a chartered private university located in Bunga, Kampala, committed to academic excellence, innovation, research, and quality assurance in higher education.

The University is seeking applications from suitably qualified and experienced applicants for the position of **Director of Postgraduate Studies and Research**. The successful candidate must demonstrate strong academic and research leadership, postgraduate supervision experience, research management capability, and a proven ability to promote research, innovation, partnerships, and resource mobilisation.

1. POSITION

Director of Postgraduate Studies and Research

2. DUTY STATION

King Ceasor University, Bunga, Kampala, Uganda

3. ROLE

The Director of Postgraduate Studies and Research will report to the Deputy Vice-Chancellor and shall:

- a. Provide strategic leadership, coordination, and management of postgraduate studies and research activities of the University.
- b. Lead the Directorate of Postgraduate Studies and Research and ensure alignment of its activities with the University's vision, mission, and strategic goals.
- c. Promote high-quality postgraduate education, research, innovation, scholarly publication, and knowledge dissemination.
- d. Advise University Management on postgraduate education, research strategy, research funding, and partnerships.
- e. Perform such other functions as may be delegated by the Vice-Chancellor or assigned by the University Council.

4. PURPOSE OF THE JOB

To provide strategic leadership and effective management of postgraduate academic programmes and research activities; ensure the delivery of high-quality and innovative postgraduate education; foster a vibrant research culture; strengthen research funding and partnerships; and promote impactful research that contributes to national and societal development.

5. DUTIES AND RESPONSIBILITIES

- a. Provide strategic leadership in the planning, development, and coordination of postgraduate academic programmes and research initiatives.
- b. Oversee the development, review, and quality assurance of postgraduate curricula.
- c. Promote the development of innovative, interdisciplinary, and market-relevant postgraduate programmes.
- d. Develop and implement policies and frameworks that promote research, innovation, academic integrity, and scholarly publication.
- e. Foster a strong research culture among staff and students.
- f. Coordinate research grants, proposals, and collaborative research initiatives at national and international levels.
- g. Ensure postgraduate programmes and research activities comply with national and international quality standards and regulatory requirements.
- h. Monitor postgraduate student progression, retention, completion, and academic integrity.
- i. Support and monitor postgraduate supervision and strengthen supervisor competencies through training, mentorship, and capacity development.
- j. Identify and cultivate partnerships with academic institutions, government, industry, and development partners to enhance research opportunities and funding.
- k. Coordinate applications for research funding and ensure effective management and reporting of research grants.
- l. Oversee postgraduate admissions in collaboration with relevant academic and administrative units.
- m. Promote publication of research findings in reputable and high-impact journals and other scholarly platforms.
- n. Coordinate conferences, seminars, workshops, and other research dissemination activities.
- o. Advise University Management on postgraduate education, research, and innovation.
- p. Prepare and submit periodic reports on postgraduate studies and research activities.
- q. Manage the budget, staff, and resources of the Directorate of Postgraduate Studies and Research.

6. CANDIDATE SPECIFICATION

- a. Hold a Ph.D. or equivalent academic doctorate from a recognised university.
- b. Possess substantial academic and research leadership experience gained from a reputable higher education institution.

c. Demonstrate a strong record in postgraduate education, research, scholarly publication, postgraduate supervision, and academic administration.

7.1 Academic Qualifications and Experience

- a. An earned Ph.D. or equivalent doctorate in a relevant discipline.
- b. A minimum of five (5) years of progressive academic and research leadership experience in a recognised higher education institution.
- c. Demonstrated experience in the management or coordination of postgraduate education and research.
- d. A demonstrated record of at least ten (10) peer-reviewed publications in reputable journals indexed in Scopus, Web of Science, or equivalent databases.
- e. Have successfully supervised at least seven (7) postgraduate students at Master's and/or PhD level to completion and graduation, of whom at least two (2) shall have been PhD students.

7.2 Strategic Leadership and Governance

- a. Evidence of participation in university-level strategic planning, policy development, and institutional growth initiatives.
- b. Demonstrated experience in developing and implementing postgraduate and research strategies aligned with institutional goals.
- c. Participation in the development and implementation of academic or research policies, frameworks, and quality assurance systems.
- d. Demonstrated decision-making and problem-solving ability in managing complex academic, research, or institutional challenges.

7.3 Postgraduate Education and Quality Assurance

- a. Demonstrated experience in postgraduate programme development, review, accreditation, and quality assurance.
- b. Led or contributed to the development of at least five (5) postgraduate academic programmes or curricula.
- c. Experience in monitoring postgraduate admissions, student progression, retention, and completion.
- d. Demonstrated ability to strengthen postgraduate supervision through supervisor development, mentorship, and monitoring.
- e. Experience in promoting innovative, interdisciplinary, and market-relevant postgraduate programmes.

7.4 Research and Innovation

- a. Demonstrated record of high-quality research and scholarly publication.
- b. Established or managed an institutional, faculty, or school-level research programme or research agenda.
- c. Demonstrated experience in promoting publication in reputable and high-impact journals.
- d. Published at least two (2) books, book chapters, patents, or other significant scholarly outputs, separate from peer-reviewed journal publications.

e. Demonstrated experience in organising or coordinating academic conferences, research seminars, workshops, or dissemination events.

7.5 Research Grants and Resource Mobilisation

a. Secured or played a significant leadership role in securing at least **USD 100,000 in competitive research grants** from national or international funding agencies.

b. Demonstrated experience in coordinating research grant applications, management, monitoring, and reporting.

c. Led or contributed to resource mobilisation initiatives for research, postgraduate education, innovation, or research infrastructure.

7.6 Research Partnerships and Collaboration

a. Built or managed at least four (4) research or academic partnerships with government agencies, industry, development partners, or international academic institutions.

b. Demonstrated experience in coordinating collaborative research initiatives at national, regional, or international level.

c. Served on or contributed to at least two (2) university, national, regional, or international committees, professional bodies, or forums related to higher education or research.

7.7 Leadership and Administrative Experience

a. Demonstrated ability to lead and manage an academic or research unit and ensure effective staff performance.

b. Experience in budget preparation, resource planning, and monitoring the effective utilisation of financial resources.

c. A track record of mentoring academic staff and researchers in postgraduate supervision, publication, grants, research, and innovation.

d. Demonstrated experience in preparing institutional reports and advising senior management on postgraduate and research matters.

7.8 Personal Attributes

a. Proven record of integrity, accountability, and ethical conduct.

b. Strong strategic thinking, leadership, decision-making, and problem-solving skills.

c. Excellent communication, networking, negotiation, and stakeholder engagement skills.

d. Demonstrated commitment to academic excellence, innovation, collaboration, and institutional development.

8. REMUNERATION

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

9. TENURE

The Director of Postgraduate Studies and Research shall hold office for a period of **[INSERT TENURE]**, subject to the terms and conditions of appointment and satisfactory performance.

10. METHOD OF APPLICATION

Interested applicants are invited to submit their application letters. A complete application shall comprise the following documents:

- a. A signed letter of application;
- b. A vision statement for postgraduate studies and research at King Ceasor University;
- c. Curriculum Vitae with contact details, signed and dated by the applicant;
- d. Copies of the required minimum number of publications;
- e. Certified copies of academic transcripts and certificates;
- f. Three (3) letters of recommendation;
- g. Copies of letters of appointment to relevant academic, research, or leadership positions;
- h. A copy of the applicant's National Identity Card or passport;
- i. Referees should be advised to send confidential reference letters directly to the University by the stated closing date; and
- j. The references should cover the applicant's academic credentials, research experience, leadership, managerial and administrative skills, and personal integrity.

Both Hardcopy and Electronic (Email) applications shall be accepted.

(a) Hardcopy Applications

Confidential letters and sealed applications marked:

“CONFIDENTIAL: POSITION OF DIRECTOR OF POSTGRADUATE STUDIES AND RESEARCH”

should be addressed to:

**THE HUMAN RESOURCE MANAGER
KING CEASOR UNIVERSITY
PLOT 32, KING CEASOR ROAD, GGABA ROAD, BUNGA HILL
P.O. BOX 88, KAMPALA, UGANDA**

(b) Electronic (Email) Applications

Electronic applications should have all the above documents scanned and emailed to **careers@kcu.ac.ug** by **5:00 pm East African Standard Time on 31st July 2026**

Please Note That:

- a. Incomplete applications or applications received after the closing date and time will not be considered.
- b. Only shortlisted applicants shall be contacted.



Mr. John Acire
HUMAN RESOURCE MANAGER