



ACADEMICS CORDINATOR – JOB DESCRIPTION

Job Type: Full-time

Duty Station: Kampala

The Role of the Academics Coordinator;

- To provide support to management, Institute faculty, and students on academic matters, handling a variety of tasks in order to ensure quality of teaching, learning, and overall academics standards at the Institute.

Responsibilities of the Academics Coordinator

- Provide leadership on coordination of academic matters and effective implementation of academic policies towards effective teaching and learning at the Institute.
- Coordinate development of academic schedules for the academic year cycles.
- Coordinate academic staff, and students towards effective teaching and learning at the institute
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- Coordinate development of teaching materials, delivery and access to students via relevant platforms, and ensure quality in teaching delivery to students,
- Undertake timetabling of teaching, tests, and examinations schedules, and support any review and updates to the same for effective delivery.
- Ensure moderation of examinations, and any other formal assessments to be undertaken by learners under the institute.
- Support development, implementation and/or review of academic policies and procedures at the institute.
- Coordinate course delivery, as well as tests and examinations schedules in accordance with established Institute academic assessment policies and regulations.
- Coordinate the appointment of external examiners where need may arise.
- Support the selection and admission of qualifying students.
- Oversee implementation of academic related policies of the Institute for both academic Staff, and students.
- Seek, enhance, originate, nature partnerships with other Institutions for academic collaboration and development
- Participate in proposal writing, and solicitation of grants towards development and sustainability of the Institute operations.
- Monitor and support other academic staff in fulfillment of their roles
- Organize academic seminars, webinars, and workshops for both academic staff and students on vital topics towards their capacity building, and development
- In conjunction with Institute management, coordinate orientation of new academic staff, and students (on academic matters), upon joining the Institute

- Generate semesterly reports and briefings for management about performance of duties by academic staff
- Participate in planning meetings, and advise management on academic related matters.
- Coordinate internship placement and undertaking by students
- Advise academic staff, and students on publication and conformity to acceptable research standards.
- Perform any other duties as may be assigned from time to time by the Institute Principal.

Qualifications / Requirements

- At least 5 years of experience in academia, with involvement in teaching, student supervision, assessment, and mentorship
- At least a Masters' degree or higher qualification from a recognized university
- Excellent analytical, and problem-solving skills
- Able to lead and contribute positively as part of a growing team and institution
- Keen attention to detail
- Proactivity and a desire to create a positive impact in assigned duties
- Good time management skills
- Prior experience in management or coordination of academic programs, and/or a PhD will be of added advantage.

How to Apply:

Interested candidates should submit their CVs, along with all other supporting documents to: careers@bit.ac.ug not later than 10th August, 2023, 05:00 pm.

NOTE: Only shortlisted candidates will be contacted.



RECORDS OFFICER – JOB DESCRIPTION

Job Type: Full-time

Duty Station: Kampala

Reports To: ACADEMICS COORDINATOR

The Role of the Records Officer;

- To undertake day to day operations of the Registry and effectively manage the storage, retrieval and safety of all records of the Institute.

Responsibilities of the Records Officer;

- Create and maintain records registries to ensure fast, real-time retrieval of information.
- Receive, register, open and classify documents that come in the registry and enter them in the relevant registers.
- Conduct weekly file tracking and reconciliation
- Maintain a credible register of academic records for all students enrolled in different programs under the Institute.
- Maintain individual student files containing admission records and examination results for each year
- Organize students' marks and record retrieval in liaison with Departments
- Update the Institute electronic records management system, and enter all records and information in the relevant sections
- Liaise with the registration office to ensure proper management of student files and work with the examination office to collect student marks, and prepare students' academic documents
- Ensure proper and safe custody of both due tests and examinations, as well student answer scripts from tests and examinations that have been undertaken (both internal, and external assessments).
- In coordination with the E-Learning Officer, ensure that all study materials, and library resources are properly indexed into the respective systems, and backed up in the Institute repositories
- Assist in auditing records and records systems, and support other offices in proper indexing and storage of documents such as contracts, among other similar resources
- Manage the process of retention and disposition of records.
- Assist in the planning and budgeting for the records office
- Support the development and review of records policies and records procedure manuals
- Provide advisory knowledge on records management in different department, and advise on filing system;

- In consultation with the Institute Administrator, appropriately label all record files, and manual registers
- Perform any other duties as may be assigned from time to time.

Key technical skills and knowledge:

- Good written and verbal Communication Skills
- Good data entry skills.
- Proficiency in MS Office Applications.
- Ability to work independently and as part of a team
- Honesty and integrity
- Good planning and organizational skills
- Good attention to detail
- Reporting Skills
- Fluent in English
- Excellent analytical, and problem-solving skills
- Willing to contribute positively as part of a growing Institution and team
- Keen attention to detail
- Proactivity and a desire to create a positive impact in this role
- Good time management skills

Qualifications / Requirements

- An Honours Bachelor's Degree in Library and Information Science or an Honours degree in Records and Archives Management from a recognized university.
- Prior experience in records management, and /or a postgraduate qualification in Library and Information Science and any other professional qualification in this field an added advantage.

How to Apply:

Interested candidates should submit their CVs, along with all other supporting documents to: careers@bit.ac.ug not later than 10th August, 2023, 05:00 pm.

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COMMUNICATION / FRONT DESK OFFICER - TERMS OF REFERENCE

Job Type: Full-time

Duty Station: Kampala

The Role of the Communication / Front Desk Officer;

- The objective of this role is to coordinate both internal and external communication, outreach, promotion and creation of awareness about the Institute to target audiences and stakeholders.

Responsibilities of the Communication / Front Desk Officer

- Collaborate with management to develop and implement an effective communication strategy based on the Institute target audience.
- Receive, register, and classify communications, and any documents that are received for further transmission to the respective offices.
- Receive all incoming guests at the front desk, or phone calls and convey communications to the respective offices,
- Routinely review pending correspondences, and work with the concerned offices to provide feedback;
- Sort outgoing correspondence in accordance with instructions or established means of dispatch and check dates and signatures;
- Receive student applications and coordinate their follow up towards successful admission of students into the study programmes
- Coordinate student, and staff correspondences and communications to and from the Institute in consultation with management, and academics department offices
- Manage and routinely update the Institute social media pages guided by an established schedule /content strategy, and respond to any information requests and messages there.
- Coordinate meetings, rapporteur formal institute meetings, and support the administration on secretarial tasks
- Originate, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.
- Respond to media inquiries, and coordinate interviews for the organization.
- Establish and maintain contacts, and effective relationships with the media and maintain a media contacts database.
- Seek opportunities to enhance the reputation and brand of the Institute, and coordinate publicity events as may be planned from time to time.
- Maintain records of media coverage and collate analytics and metrics.

- Design and publish relevant information materials towards awareness campaigns, in print, electronic, and social media
- Assist in the planning and budgeting for the communications office
- Support the development and review of communication policies and procedure manuals
- Perform any other duties as may be assigned from time to time.

Key technical skills and knowledge:

- Good written and verbal Communication Skills
- Good data entry skills.
- Proficiency in MS Office Applications.
- Ability to multitask
- Ability to work independently and as part of a team
- Good planning and organizational skills
- Good attention to detail
- Reporting Skills
- Fluent in English
- Excellent analytical, and problem-solving skills
- Willing to contribute positively as part of a growing Institution and team
- Keen attention to detail
- Proactivity and a desire to create a positive impact in this role
- Good time management skills

Qualifications / Requirements

- An Honours Bachelor's in Journalism and Mass Communication, Office and Information Management, or Information Science from a recognized university.
- Prior experience in records management, and /or a postgraduate qualification in Communication, Information Science and any other professional qualification in a related field an added advantage.

How to Apply:

Interested candidates should submit their CVs, along with all other supporting documents to: careers@bit.ac.ug not later than 10th August, 2023, 05:00 pm.

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IT OFFICER – JOB DESCRIPTION

Job Type: **Full-time**

Duty Station: **Kampala**

The Roles of an IT Officer

- Primarily, to technically support the company's IT and customer care functions, and offering training services to students enrolled on short course study programs.

Responsibilities of an IT Officer

- Keep computer systems running smoothly and ensure users get the maximum benefit from them
- Install and configure computer hardware operating systems and applications
- monitor and maintain computer systems and networks
- Develop, maintain, support and support all dynamic web portals/content management systems
- Take staff or clients through a series of actions, either face-to-face, over the phone, or virtual meeting tools to help set up systems or resolve issues
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults
- Replace parts as required
- Provide support, including procedural documentation and relevant reports
- Follow diagrams and written instructions to repair a fault or set up a system
- Support the roll-out of new applications
- Set up new users' accounts and profiles and deal with access issues on systems
- Respond within agreed time limits to call-outs
- Work continuously on a task until completion (or referral to third parties, if appropriate)
- Prioritize and manage many open cases at one time
- Rapidly establish a good working relationship with Institute staff, students, clients and other professionals, such as consultants and software developers
- Test and evaluate new technology
- Conduct electrical safety checks on computer equipment.
- Train, access, and support students enrolled in short-courses study programs
- Undertake any other related duties and responsibilities that may, from time to time, be assigned

How to Apply:

Interested candidates should submit their CVs, along with all other supporting documents to: careers@bit.ac.ug not later than 10th August, 2023, 05:00 pm.

NOTE: Only shortlisted candidates will be contacted.