

MAKERERE

P.O. Box 7062
Kampala Uganda
Website: www.law.mak.ac.ug



UNIVERSITY

Tel: +256 414 530060
Email: principal.law@mak.ac.ug
Website: www.law.mak.ac.ug

SCHOOL OF LAW

Office of the Principal

ADVERTISEMENT

COORDINATOR - ADMINISTRATIVE LAW SHORT COURSE (SoL: ALSC)

Background:

- The Administrative Law Short-course started in 2009 as a collaborative initiative between the then Faculty of Law and the Department of Distance Education (DDE).
- In 2010, the School of Law Board decided to conduct the course independent of the DDE.
- In September 2011, SoL: ALSC was endorsed by the President's Office through the Permanent Secretary of the Ministry of Public Service as a requirement for entry, promotion and confirmation of Administrative Officers.
- Dr. Peter Wandera served as inaugural coordinator from 2010 to August 2016.
- Dr. Mayambala Kakungulu succeeded him from 30th August 2016 to January 2023.

The SoL seeks to recruit a new coordinator following Assoc. Prof Mayambala's promotion to Director, Jinja Campus.

Roles And Responsibility:

Offer Strategic Direction for the ALSC

- i. Identify and engage potential districts and partners for collaboration
- ii. Ensure the self-sustainability of each of the Centre of operation
- iii. Address matters from different stakeholders about the SoL: ALSC; and any other duties as may be assigned by the Short-Courses Committee or the Principal's office.

Provide Programmatic Oversight for the successful implementation of the SoL: ALSC

- i. Deploy and supervise facilitators to various Centres;
- ii. Organize refresher training of trainers courses;
- iii. Recruit and supervise Desk Officers for grassroots coordination and mobilization
- iv. Monitor and Evaluation of all staff serving on the Course;
- v. Oversee the printing of certificates and sign authorization of Certificates for the final signature of the Principal SoL
- vi. Attend the certificate award ceremonies;



Leveraging 100 Years of Excellence
in Building a Transformed Society

Finance and Logistics

- i. Prepare and administer Budget for the SoL: ALSC
- ii. Prepare contracts for service providers including academic staff, desk officers and landlords for the venue of instructions;
- iii. Prepare claims for facilitation and service providers for submission to the Principal;
- iv. Procure goods and services

REPORTING: The Chairperson Short Courses Committee;

TERMS AND CONDITIONS:

- i. Competitive dependent of the results generated.
- ii. Applicant is **only** open to SoL Staff

Interested persons should submit their application to: principal.law@mak.ac.ug copied to: maria12nassali@gmail.com; joyce.ndagire@mak.ac.ug **Deadline:** 16th February 2023

