

Ruaha Catholic University

Uhuru Road
P.O. Box 774
Iringa
Tanzania



Tel. +255 26 2702431
Fax: +255 26 2702563
Email: rucu@rucu.ac.tz
Website: www.rucu.ac.tz

JOB VACANCIES

Ruaha Catholic University (RUCU) seeks to appoint the Vice Chancellor and Deputy Vice Chancellor for Finance and Administration who are either from within or outside the United Republic of Tanzania.

Institutional Background

Ruaha Catholic University (RUCU) is a full-fledged university since 2014. It is located in Iringa Municipality, the Southern Highlands in the United Republic of Tanzania. The university is established and owned by the Tanzania Episcopal Conference (TEC) as a private- secular university open for all eligible people regardless of nationality, ethnicity, gender, religion, political affiliation or station in life. The university is governed and administered in accordance with the University Act, 2005, TCU guidelines as well as the Catholic Church Policy on Higher Education Institutions –Ex Corde Ecclesiae– and the provisions of the Charter establishing the university and rules thereof. The university Moto is Academic Excellence and Moral Finesse. The university has five faculties and one institute.

Tenure

The tenure for the Vice Chancellor and the Deputy Vice Chancellor for Finance and Administration is five and four years, respectively.

Duties and Responsibilities

- a) The duties of Vice Chancellor shall be *inter alia*:
- The Chief Executive Officer of the university with responsibility of maintaining and promoting efficiency, effectiveness and good order/governance of the university.
 - To provide academic and administrative leadership to the university
 - Directly responsible to the University Council, Board of Trustees for the dynamic management of the academic and administrative affairs of the university.
 - To spearhead the continuous development and review of the mission, vision, objectives and policies designed to achieve academic excellence of the university programmes.
 - To co-ordinate the development policies, plans and programmes of RUCU based on the strategic plan of the university.
 - To mobilize and produce internally and externally the resources necessary for the implementation of the university plans and programmes.
 - To work collegially with the personnel of the University for the realization of its objectives
 - To direct and supervise the senior management team responsible for academic, financial and administrative functions of the university and ensure that each performs to expected level of excellence.
 - To be responsible for the general security and welfare of the university
 - To foster catholic ethos within and outside the university.
- b) The duties of Deputy Vice Chancellor for Finance and Administration shall be *inter alia*:
- Directly responsible to the Vice Chancellor on all matters of finance and administration and indirectly responsible to the Senate, Council, Chancellor, Board of Trustees, and Tanzania Episcopal Conference.
 - To assist the Vice- Chancellor in the performance of his/her functions and overseeing the Finances and Administration of the university.
 - To be responsible for the planning and development of the university.
 - Direct and supervises senior management team responsible university's administrative and finance functions to ensure that each performs to expected level of excellence.
 - Overall in-charge of the University's budget and accounting system
 - Oversee the implementation of systems designed to ensure sound management and fiscal control and the promotion of good order throughout the university.
 - Performs any other duties and responsibilities as assigned by the Vice Chancellor or by the university Council.

Qualifications

The applicant should be at the rank of either an associate professor or a professor experienced in Higher Learning Institution leadership.

Remuneration

Attractive salary packages will be offered to appointed candidates.

Application address

Interested candidates should submit their application letters indicating the position(s) and specializations applied for and enclosing copies of their academic credentials, detailed CV and contacts of their referees.

The **deadline** for receiving applications will be **15 February 2025**

Interview

Only shortlisted candidates for the Vice Chancellor and Deputy Vice Chancellor for Finance and Administration shall be notified for physical interview. Where circumstances dictate otherwise, virtual interview shall be used.

Applications should be addressed to:

The Corporate Counsel
Ruaha Catholic University (RUCU)
P. O. Box 774
IRINGA
Tanzania

Email: corporatecounsel@rucu.ac.tz

pluhinda@rocketmail.com

Website: www.rucu.ac.tz

Phone: +255 783 889749