

Curriculum Vitae

THE COMPREHENSIVE AND DETAILED CURRICULUM VITAE/RESUME FOR

MR MATSIKO MUTUNGWIRE ABERT

A) PERSONAL INFORMATION

SURNAME : MATSIKO
OTHER NAMES : MUTUNGWIRE ABERT
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B) EDUCATION BACKGROUND

School	Award	Year
Makerere University, Kampala	MHRM	2006
Law Development Centre, Kampala	Cert. Admin. Law	2005
Uganda Management Institute, Kampala	PGDHRM	1998
Uganda Management Institute, Kampala	CHRM	1996
Makerere University, Kampala	B.A (SS) Hons	1991
Ntare School, Mbarara	UACE	1988
Mpanga SSS, Kabarole	UCE	1985

ADDITIONAL TRAINING

- 2018 : Leadership Potential Unleashed in Nairobi-Kenya.
- 2018 : Leadership, Change Management, and Value Centered Leadership Training by ESAMI Country Office Uganda.
- 2017 : Training in Climate Change Governance in Beijing-China
- 2016 : Training on Capacity Building Program on Reforms and Innovations of Public Services for Developing held in Beijing-China.
- 2014 : Training in Governance – South Korea-Seoul
- 2011 : Training on Community Based Development with Local Residents as Main Actors by Japan International Co-operation Agency (JICA) – Tokyo, Japan.
- 2009 : Training in Local Government Reforms for Anglophone Countries by Japan International Co-operation Agency (JICA) – Osaka, Japan.
- 2005 : Training of Trainers Course on Decentralization Policy and Induction of Local Government newly appointed and elected staff by Ministry of Local Government, Kampala.
- 2002 : Internet Technology and Surfing Course sponsored by UNDP and conducted by UMI Global Distance Learning Centre – Kampala.
- 1999 : In – Country Training Programme in Inter-Governmental fiscal transfers for Senior Officers conducted by the Andrew Young School of Policy Studies, Georgia State University, Atlanta, USA.

- 1997 : Training on Challenges of Human Resource Management conducted by the Uganda Institute Capacity Building Project – Kampala.
- 1996 : Computer Training at Uganda Management Institute in the following packages: - Microsoft Windows for Word, Excel and TRIM Software.
- 1993 : Records Management Training conducted by the British Council/IDA Project.

Key Competencies/Critical Skills

- ❖ Proven Computer Competency/Skills.
- ❖ Proven extensive expertise in refining, improving and delivering best organizational Development Skills/practice.
- ❖ Leadership and supervisory skills.
- ❖ Pro-active teamwork spirit.
- ❖ Performance driven with excellent work management and organization Development/Skills.
- ❖ Excellent communication and interpersonal skills.
- ❖ Good people management and administrative skills.
- ❖ Feedback skills.
- ❖ Strong pro-active analytical skills.
- ❖ Competency identification and presentation skills.
- ❖ Culturally attuned – easily appreciate corporate and national cultures.

Personal Qualities

- ❖ Dynamism.
- ❖ Career minded.
- ❖ Enduring sense of duty.
- ❖ Straight forwardness.
- ❖ Culturally attuned.
- ❖ Flexibility.

C) WORKING EXPERIENCE:

1. **Period:** June 2017 to date
- Position:** UNIVERSITY SECRETARY
- Organization:** Busitema University in Eastern Uganda
- Employment Status:** Contract terms

Key Duties and Responsibilities

- ❖ Overseeing the preparation of the University annual budget and work plans. In charge of managing and accounting for the proper use of the financial, human and physical resources of the University in accordance with the existing laws, policy, regulations, guidelines, approved annual work plans and budgets.
- ❖ Overseeing the procurement of University goods, works and services and disposal of assets in accordance with the law, policy, regulations and guidelines.
- ❖ Responsible for communicating, interpreting, guiding and providing technical support in the implementation of Council policies and resolutions. The incumbent will act as the Secretary to the University Council and its Committees, providing guidance to the Vice Chancellor and the management team to facilitate Council in decision making and governance.
- ❖ In charge of enforcing accountability and transparency in the management and delivery of University administrative and financial services in line with existing law, policy, regulations, guidelines and Council resolutions.
- ❖ In charge of promoting linkages between Departments, Management, Council, line Ministries and other Stakeholders for effective implementation of University programmes, operations and policies and enhancing collaborative networks. Directing the management, inventory and safe custody of all assets of the University including the seal and records.

- ❖ Coordinating the provision of legal services and representing the University in cases of civil litigation. In charge of answering audit queries that may arise from the appropriate authorities. Managing and assessing the performance of staff in the Office of the University Secretary.
- ❖ Mentoring, coaching and counseling of staff.

Key Performance Indicators:

- ❖ University annual budget and work plans prepared. Financial and physical resources prudently used, accounted for and assets register updated.
- ❖ Compliance of procurement and disposal processes in line with the law, University policy, regulations and guidelines enforced.
- ❖ Council policies and resolutions communicated, guided and their implementation supported. Secretariat services to Council and its Committees, technical support and advice to facilitate decision making and governance provided.
- ❖ Accountability and transparency in the management and delivery of University administrative and financial services enforced.
- ❖ Linkages between internal governance structures and external Stakeholders promoted and collaborative networks enhanced. All University property secured and records updated. University legal services coordinated and legal representation undertaken. Audit queries answered. Staff of the Office managed and assessed. Staff of the Office mentored, coached and counseled.

2. **Period:** July 2011 to May 2017

Position: CHIEF ADMINISTRATIVE OFFICER

Organization: Kayunga, Buikwe and Kabale District Local Governments

Employment Status: Permanent and Pensionable

Key Duties and Responsibilities

- ❖ As part of the Senior Management Team, actively participate fully in planning, review, decision making and give technical and professional guidance to the management on Human Resource

Management and administration relating to organizing, appraising, developing and controlling matters within Public Service framework of strategic policies and guidelines to ensure coherence and strategic direction of government and organization activities.

- ❖ Financial Performance reports on a monthly and Quarterly basis analyzed and submitted to relevant funders
- ❖ Performance Appraisals for staff of the District conducted by end of October and dully completed performance appraisal submitted to Ministry of Public Service by end of December annually.
- ❖ Disciplinary action against errant Public Officers taken on quarterly basis.
- ❖ Building Capacity in terms of technical support to partners, development of Humana Resource and Administrative training programs for partners, support in recruitment, induction and internal training of staff to equip them with necessary knowledge and skills.
- ❖ Reviewing, developing, interpreting and maintaining Human Resource Policies and procedures to meet the needs and specific requirements of the Organization.
- ❖ Monitoring, supervision and coordination of Government Programs conducted for improved quality of delivery of services..
- ❖ Mainstreaming of Environmental, Gender and HIV/AIDS activities conducted in accordance with a five year Development Plan.

3. **Period:** March 2007 – June 2011

Position: DEPUTY CHIEF ADMINISTRATIVE OFFICER

Organization: Mbale, Kyenjojo and Ibanda District Local Governments

Assigned duties of Acting basis as Chief administrative Officer in Kyenjojo and Ibanda Districts

Employment Status: Permanent and Pensionable

Key Duties and Responsibilities

- ❖ Manage effective implementation of all lawful decision of Councils to ensure technical assistance and support for capacity building.

- ❖ Supervise, monitor and coordinate all the staff and activities of the District and Lower Local Councils and ensure accountability and transparency in the management and delivery of council's services.
- ❖ Develop capacity for the development and management of the planning function in the District by interpreting national planning policies and those of the District.
- ❖ Responsible for management and control of all financial, material and human resources.
- ❖ Have custody of all documents and record of the District Council
- ❖ Perform any other statutory duties and functions under any other law.

4. **Period:** August 2002 – February 2007

Position: PRINCIPAL PERSONNEL OFFICER

Organization: Public Service Commission

Employment Status: Permanent and Pensionable

Key Duties and Responsibilities

- ❖ Interpreting Personnel policies, rules and regulations and other technical advice to the District Service Commissions.
- ❖ Processing all appointments, confirmations from the Ministries and appeals from Local Governments.
- ❖ Carrying out field operations/inspections and offer on spot guidance to the District Service Commissions.
- ❖ Providing staff guidance and counseling

5. **Period:** August 1998 – June 2002

Position: INSTITUTIONAL DEVELOPMENT OFFICER

Organization: Decentralization Secretariat

Employment Status: Contract terms

Key Duties and Responsibilities

As an Institutional Development Officer, I was responsible for the following:-

- ❖ Introducing and supporting Institutions, structures, procedures and systems in Local Governments of Uganda for the efficient and effective management of Council's affairs and delivery of services under decentralization.
- ❖ Conducting management case studies on Council Procedures Human resource Management with a view to develop and strengthen functional structures, institutional matters for improved service delivery.
- ❖ Identifying training needs, developing and executing of training programs for Human Resource Officers, Administrative Officers, Record Officers and other Local Government stakeholders involved in the service delivery.
- ❖ Appraising Performance of staff and conducting appraisal interviews for various staff in the Organization.
- ❖ Developing office and program manuals, designing office policies, procedures and systems, their implementation and maintenance.
- ❖ Building Capacity in terms of technical support to partners, development of Human Resource and Administrative training programs for partners, support in recruitment, induction and international training of staff.
- ❖ Reviewing, developing, interpreting and maintaining Human Resource Policies and procedures to meet the needs and specific requirements of the Local Governments.
- ❖ As part of the Senior Management Team, actively participate fully in planning, reviews, decision making and give technical and professional guidance to the management on Human Resource Management and administration relating to organizing, appraising, developing and controlling matters of the organization.
- ❖ Leading culture change and implementing Result Oriented Management within the Organization Department.
- ❖ Preparing correspondences, special reports, evaluations and justifications as required on general personnel administrative or specialized tasks that are of a confidential nature within assigned area of responsibility.
- ❖ Any other duties assigned to me by the Director Decentralization Secretariat.

6. **Period:** July 1994 – July 1998
- Position:** SENIOR PERSONNEL OFFICER
- Organization:** Rukungiri District Local Government
- Employment Status:** Permanent and Pensionable.

Key Duties and Responsibilities

As a senior Personnel Officer, I was responsible for the following:-

- ❖ Technical Advisor on all matters pertaining to Human Resource Management of the District.
- ❖ Reviewing, interpreting and coordinating District Council plans and policies on Human Resource Management in regard to terms and conditions of service, rules and regulations.
- ❖ Identifying training needs and development and execution of a training program to meet those needs.
- ❖ Preparing submissions to the District Service Commission and implementing the latter's directives and decisions on appointments, confirmations, retirements, dismissals to mention but a few.
- ❖ Offering guidance and staff counseling services and conflict resolutions.
- ❖ Compiling employees' annual salaries and wages budgets besides administering salaries and benefits.
- ❖ Ensuring provision of efficient and cost effective service to staff and management in relation to the administration of welfare services, support staff, registry services, management of office space and accommodation units.
- ❖ Any other duties as was required of the position from time to time.

7. **Period:** August 1992 – June 1994
- Position:** PERSONNEL OFFICER
- Organization:** Ministry of Public Service
- Employment Status:** Permanent and Pensionable.

Key Duties and Responsibilities

- ❖ Preparing submissions of staff to the Public Service Commission on appointments, confirmations, promotions, leave, discipline to mention but a few.
- ❖ Keeping and updating all staff records.
- ❖ Ensuring timely availability of Performance appraisal report forms to the Heads of Department.
- ❖ Controlling and updating the payroll and making sure that there are no ghost employees.
- ❖ Advising and educating staff on service terms and conditions, policies, regulations and services benefits for example; remuneration, gratuity, retirement benefits, medical benefits to mention but a few.
- ❖ Any other duties assigned by the Commissioner Human Resource Management .