

# **CURRICULUM VITAE**

## **Personal Data**

Name : Taabu Humphreys Obusoh  
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Date of Birth : 5<sup>th</sup> November 1971  
Place of Birth : Busia District, Busiime Sub-County  
Nationality : Ugandan  
Sex : Male  
Marital Status : Married

## **Qualifications**

2020 : Master of Arts in Public Administration and Management,  
(Makerere University, Kampala)  
2006 : Bachelors Degree in Public Administration and Management. 2<sup>nd</sup>  
Class Upper Division (Islamic University in Uganda)  
2005 : Certificate in Computer Application (CCA) I.U.I.U  
2001 : Diploma in Business Management/Administration (Cambridge  
International College (UK)  
1994 : Uganda Advanced Certificate of Education (Manjasi High School-  
Tororo)  
1991 : Uganda Ordinary Certificate of Education (Lumino High School-  
Busia)

## **Additional Training**

1. Effective Report and Minutes writing skills-ESAMI, 2018
2. Research Management Training-Makerere University, 2011
3. Strategic Management Training-ESAMI, 2009
4. Education Information Management Training-Makerere University, 2009
5. Procurement Training-Busitema University, 2008
6. Performance Management Course-Busitema University, August, 2004
7. Automated System for Customs Data Analysis (ASYCUDA) Course-UMI, June, 2002
8. General Agreement on Trade and Tariff (GATT) Course-UMI, April, 2009
9. VAT Technical Course, UMI, 1997
10. Domestic Tax Assessment Course- UMI, 1997
11. Customs Tax Assessment Course – UMI, 1997
12. Police Training, 1997
13. Military Training, 1995

## **Key Competencies**

- Excellent administrative and organizational skills
- Excellent computer skills
- Interpret relevant organizational procedures, regulations and laws to all concerned with consistency and fairness
- Good time Management to complete tasks
- Good interpersonal skills
- Good report writing, analysis and presentation skills
- Good team builder, able to interact with people from diverse backgrounds and levels of authority, adapt to new challenges and work environment.
- Negotiation skills
- Risk Management skills
- Human Resource Management Skills
- Record Keeping skills

## **Other Abilities/Strengths**

- Self-motivated. Honest, Hardworking, Intelligent, Flexible, Disciplined and Committed person
- Able to work under minimum supervision
- Willingness to learn and develop new skills
- Driving Skills

## **Decision Making**

- Use the available data and information to work timely.
- Ensure that I achieve all organizational goals and objectives as per the duties assigned to me.
- Take responsibility on calculated issues for the decisions I make.
- Plan and budget within resources available and identify long and short term organizational needs.

## **Working Experience:**

**Senior Assistant Registrar**

**March 2021 To-date**

### **PURPOSE OF THE JOB**

To provide technical support in the planning, organization and management of activities related to Students' Admission, Registration, Teaching, Examinations and Academic records management as per University policies.

### **JOB TASKS**

- Ensures the accurate collecting, recording, maintaining and reporting of students' records.
- Provides technical support in problem solving involving research, analysis and resolution of students' disputes as they relate to admission, registration, examinations and

maintenance of students' records within University rules, regulations, guidelines and policies.

- Provides technical support in the planning and coordination at Faculty and academic department in preparation of teaching and examination timetables for each semester in line with the University teaching calendar.
- Provides technical support in the planning and coordination of teaching and learning with academic department to ensure accurate compilation and verification of the authenticity of students results and records as per the University set proficiency of standards for the award of Degrees, Diplomas, certificates and other awards of the University.
- Ensure accurate verification and issuance of students' academic documents (testimonials and statements of results).
- Provide technical support/services to the Faculty during development/initiation and Review of University teaching Academic programmes.
- Provide technical support for the Administration and Management at the faculty for example being Minute Secretary to Course/Block coordinators committee, Examinations committee, Higher Degrees committee and the Faculty Board.
- Accurate Compilation of Students results from all departments for further process and approval by Examinations committee, Faculty Board and the University Senate
- Supervises, evaluates and provides appropriate training/mentoring to the Records Assistant and other staff attached to the Academic Registrar's office at the faculty level.

**Assistant Registrar**

June 2016 To March 2021

**Key Tasks**

**Job Descriptions**

- To provide support in the planning, organization and management of activities related to Students' Admission, Registration, Teaching, Examinations and Academic records management as per University polices.
- Ensures the accurate collecting, recording, maintaining and reporting of students' records.
- Provide support in problem solving involving research, analysis and resolution of students' disputes as they relate to admission, registration, examinations and maintenance of students' records within University rules, regulations, guidelines and policies.
- Provide support in the planning and coordination at Faculty and academic department in preparation of teaching and examination timetables for each semester in line with the University teaching calendar.
- Provide support in the planning and coordination of teaching and learning with academic department to ensure accurate compilation and verification of the authenticity of students results and records as per the University set proficiency of standards for the award of Degrees, Diplomas, certificates and other awards of the University
- Ensure accurate issuance of students' academic documents (certificates, transcripts testimonials and statements of results).

- Provide support services to the Faculty during development and Review of University teaching Academic programmes.
- Provide support for the Administration and Management at the faculty for example being Secretary to Faculty Board.
- Supervises, evaluates and provides appropriate training/mentoring to the Records Assistant attached to the Academic Registrar's office.
- Any other business as may be assigned by the Academic Registrar.

**Administrative Assistant, Academic Matters:** Academic Registrar's Department April 2009 – June 2016, Busitema University.

**JOB TASKS**

- Implementing all academic policies and procedures approved by Senate in accordance to the University set standards
- Ensuring timely setting of Examinations and their proper conduct i.e moderation, invigilation, marking and production of results in a timely manner in conjunction with the Heads of Departments.
- Overseeing the timely preparation of timetables for lectures and/or examinations at the University
- Coordination of Academic and other related matters with all Faculty Registrars in the University
- Production, keep in safe custody and issuance of University Certificates and Transcripts to students at the right time.
- Arranging for External Examiners.
- Provide advice and assistance to students in developing their career goals/programmes.
- Attending Senate meetings and other senior administrative meeting as slated by the University Management
- Ensuring safe custody for the students' examinations and results.
- Assisting in the planning and implementation of realistic Examinations' programmes
- Produce regular Departmental Reports.

**Administrative Assistant** : To the University Secretary (March 2007 – March 2009), Busitema University.

**JOB TASKS**

- Provide the office with administrative functions.
- Responsible for all departmental staff application leave applications
- Management of all administrative records of all the office of the University Secretary
- Monitor and evaluate activities against work plans
- Ensure proper and sound function of all office equipment in the University Secretary's office.
- Assist in the preparation of University Secretary's departmental budget.

- Carrying out administration of the office of the University Secretary and support staff therein.
- Recording, writing and producing minutes of meetings.
- Review all office stationery and maintain proper records and report low stock levels for replenishment.
- Participate in the preparation of almanacs and calendars.

**Revenue Officer (November 1996 – June 2005) Uganda Revenue Authority**

**JOB TASKS**

- Verification, Classification and Assessment of taxes on imports and exports.
- Audit all claims authentically and recommend right amounts to be paid.
- Respond to all queries, complaints and to any other customer requirement.
- Set section targets and assign duties to fellow staff.
- Train and guide staff on rules, procedures and regulations as per the assigned duties.
- Handle field operational and revenue preventive duties.
- Identify prohibited and restricted goods and materials and stop such importations and exportations.
- Receive, stamp, account and record all information on goods and materials in custody.
- Prevention of revenue loss.
- Making entries of new information materials/goods to the data base and maintaining the data base.
- Secure goods and materials properly in the bonded warehouses.

**OTHER MANAGEMENT EXPERIENCE:**

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| ▪ Member of Busitema University Council                            | 2016 To-date |
| ▪ Chairperson Board of Governors Busime Seed School                | 2016 To 2020 |
| ▪ Member to Board of Governors Lumino High School                  | 2014 To 2018 |
| ▪ Member to Board of Governors Busia Girls Senior Secondary School | 2015 To-date |
| ▪ Chairperson Busitema College Primary School                      | 2015 To 2020 |
| ▪ Member to Board of Governors Lumino High School                  | 2014 To 2018 |
| ▪ Member to Board of Governors Kansanga Hill School                | 2006 To-date |

**Languages Spoken**

- English : Excellent
- Swahili : Excellent
- Lusamia ; Excellent
- Luganda ; Very Good
- Lusoga: Good

**Interests/Hobbies**

- Travelling

- Sports
- Reading Literature

## **Referees**

- 1. Prof. Ronald Kukungulu Mayanbala**  
Director Jinja Campus, Makerere University  
P. O. Box 7062  
KAMPALA  
Tel: +256 41531499
  
- 2. Prof. Wilson BabuMusinguzi**  
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