

CURRENT ADDRESS
Busitema University.
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PERMANENT ADDRESS
Komamboga
Gayaza Road
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PROFESSIONAL OBJECTIVE

Provide thorough and skillful administrative & technical support to Library management.

EDUCATION & QUALIFICATIONS

2005 – Master of Science in Computer Science, Makerere University
1996–1999- Bachelor of Library and Information Science, Makerere University
1985-1987 - Uganda Advanced Certificate of Education (UACE), Caltec Academy Makerere
1981-1984- Uganda Certificate of Education (UCE), Lubiri secondary School

CAREER HISTORY

Librarian I [Busitema University – Faculty of Engineering](#) June 2013–

Setting up and re-arranging the Library at the Faculty of Engineering – Busitema Campus at the new library building. Supervised, mentored and managed Library Assistants, Interns and Graduate Fellows (continuous). Participated in the library collection development and online processing of information materials using an automated Library management system - KOHA (continuous). Conducted numerous information literacy and user education trainings for students and staff (continuous). Planning Campus Librarians monthly meetings. Daily reporting to the University Librarian who sits at Busitema Campus. Coordinating and Secretary to the Library Management Committee & Finance Committee. Managing office supplies/budget/float track inventory as needed, initiate requests of procurements for the department when approved. Coordinate office equipment management and repair needs. Provide technical and administrative analysis and support to the library management and planning process as it relates to budget planning, staffing, organization design and other development deliberations. Appointed as a focal person for Library Affaires Programme(2018) and acted as a Senior Librarian July-Dec 2020.

Librarian II [Busitema University – Faculty of Engineering](#) April 2009– May 2013

Setting up the Library at the Faculty of Natural Resources and Economics - Namasagali Campus April (2009) setting up the Library at the Faculty of Health Sciences- Mbale Campus May (2010), setting up the Library at the Faculty of Management Sciences –Pallisa campus June 2014. Participated and contributed to the drafting of the University Library Strategic Plan 2016/2020 (2016). Supervised, mentored and evaluated the performance of Library Assistants and Interns. Participated in the library collection development and processing of information materials. Conducted numerous information literacy and user education trainings for students and staff at the six campuses of Busitema University.

Records Officer [Makerere University – Academic Registrars Department](#) May 1988 – March 2009

Received and acknowledged undergraduates applications forms for admission, registration forms for admitted students, created files of admitted students. In charge of Undergraduate Archives of 1922-1980, initiated movement of undergraduate students files for the preparation of Transcripts and Certificates

POSITIONS OF RESPONSIBILITY HELD

Chairperson, Busitema University Ceremonies Sub-Committee of Council (2010-2019).
Member, Ceremonies Committee of Busitema University Council (2020-).
General Secretary, Busitema University Administrative Staff Association, BUADSA (2013-).
Secretary, University Library Management Committee (2010-).
Secretary, University Library Finance Committee (2010-).
Member, Welfare Committee of CUUL (2014)

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) & AWARDS

Nov 2021 - Fundamentals of Collection Assessment, American Library Association
Mar 2018- Managing Libraries and Documentation Centers, ESAMI
Aug 2017 - Records and Information Management, RIMEA
Sept 2016 - Corporate Governance for Productivity & Governance, Council and Management of Busitema University
Jun 2016 - Mendeley Reference Manager, TEEAL – Agora & Electronic Resources access and use skills, ITOCA
Aug 2012- Minute Writing and Communication Skills- Busitema University
May 2012- Marketing and Advocacy, INASP
Sept 2014- Electronic Library Resources on TEEAL and AGORA programs for Uganda, ITOCA
June 2008- Project Financial Planning, Mobilization & Control, Sida

MEMBERSHIP AFFILIATIONS

(2022-) Member , IASST
(2020-) Member, International Federation of Library Association (IFLA)
(2014-) Member, Consortium of Uganda University Libraries (CUUL)
(2000-) Member, Uganda Library and Information Association (ULIA)

REFERENCES

Mr. Isala Abdu Karim.
University Librarian
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Mr. Ssentongo Charles
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Undergraduate Admissions & Records
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