

CURRICULUM VITAE

Name: Racheal Nambafu Wandeka P.O Box 236 Tororo – Uganda D.O.B March 28, 1967	Contact Phone: Mob +256-772442140 Alternate Phone: Mob +256-700545646	E-mail wandekar2@gmail.com Nationality: Ugandan
<u>EDUCATIONAL BACKGROUND</u>		
2022 _ to-date: PhD Student- Busitema University, Faculty of Management Sciences 2012 – 2015 - Uganda Management Institute Kampala - Postgraduate Diploma in Financial Management 2002 – 2007 - Makerere University - Master of Arts in Social Sector Planning and Management 1998 – 2001 - Makerere University - Bachelor of Arts Social Sciences (Hons) – 2 nd Class upper 2001 – 2002 - Law Development Center - Diploma in Law (Public Prosecution) 1997 – 1998 - Law Development Center - Diploma in Law (1 st Class) 1988 – 1989 - Uganda College of Commerce Tororo - Certificate in Business Studies 1986 – 1988 - Nkoma Secondary School Uganda (Uganda Advanced Certificate of Education) 1982 – 1985 - Bubulo Girls’ School Uganda (Uganda Certificate of Education)		
<u>SHORT COURSES ATTENDED</u>		
<ul style="list-style-type: none"> ➤ Certificate in Strategic Management – September 2014 – Manhattan Hotel, Pretoria, South Africa ➤ A certificate in Minute writing and Management of Meetings: September 2012 - Jumuhia House, Nairobi, Kenya ➤ A certificate in Finance Management for non Financial Managers: March 2012 – Uganda Management Institute, Kampala ➤ A certificate in Human Resource Managemin , ent: Center for Adult Education and Extra Mural Studies – Makerere University, Kampala ➤ A certificate in Computer Applications: 1993 Numerical Center - Kampala 		
<u>LANGUAGES SPOKEN</u>		
<ul style="list-style-type: none"> - English - Gishu - Luganda 		
<u>KEY ACHIEVEMENTS / PERSONAL COMPETENCES</u>		
<ul style="list-style-type: none"> ❖ Knowledge in general office practices and procedures ❖ Advanced interpersonal and communication skills ❖ Advanced skills in managing and accounting for funds ❖ Proficiency in organizing and conducting Council and Council Committee meetings ❖ Team player, approachable, self-motivated ❖ High level of integrity and ethical standards ❖ Ability to remain focused and completing assigned tasks on time even under pressure ❖ Detailed knowledge on laws, regulations and guidelines of PPDA 		
<u>PROFESSIONAL EXEPERIENCE</u>		
2018 – To date - Deputy University Secretary Responsibilities: Secretary to Council and manager for Council Committees matters; General Administration and Coordination of Work and Procurement Plans; Authorization of Vote expenditures; Supervision of staff; Coordination of Conferences, Workshops and Retreats; Coordination of policy and project implementation; Evaluation Reports and care taker in absence of the University Secretary		

2014 – 2018 - Senior Assistant Secretary

Responsibilities: In charge of Council and Council Committee meetings; Communication of Council decisions to all stakeholders; Coordination of the budgeting processes in the office of the University Secretary; Work and Procurement Plans; Custodian of confidential documents, Development and interpretation of policy and project implementation; Overseeing the University Human Resource functions; Ensuring ICT connectivity; Coordination of Security matters and overseeing the functioning of the Estates Unit.

2009 – 2014 Assistant Secretary – Busitema University

Responsibilities: Council Business including Preparation of Council Almanac, Meetings and Minutes, Departmental Work plans, Procurement Plans and Budgets, Coordination of Security, Registry and Archives, General Administration and supervision of projects in a multi-campus setting, Human Resource management and coordination of action matters in the office of the University Secretary, organizing conferences, workshops and seminars.

2000 – 2008 State Prosecutor - Directorate of Public Prosecutions

Responsibilities: Prosecution of Criminal cases in Magistrate Courts, Interpretation of laws and regulations to litigants, Sensitizing and Promotion of Human Rights among litigants, Perusal of Police files and assembling of evidence, Advocacy for Children’s Rights, Conflict Resolution

2003 – 2007 Part-time lecturer - Department of CEEMS, Center for Continuing Adult Education - Makerere University

Responsibilities: Facilitating Short Training Programmes

- Certificate in Public Administration and Management
- Certificate in Strategic Procurement and Logistics Management

**1990 – 1996 Administrative Secretary - Faculty of Agriculture and Forestry
(Department of Crop Science, Makerere University).**

Responsibilities: Preparing and organizing departmental meetings, Preparation of Minutes
Control of Departmental Imprest, Asset Register, Organization of Conferences, Workshops and Seminars
Custodian of confidential documents

RESEARCH WORK

- ❖ Child Labour -A Case Study of Domestic Workers in Kampala. Research dissertation submitted to Law Development Center as Partial Requirement for the Award of the Diploma in Law (1997)
- ❖ Poverty Eradication Programmes and their impact on the Urban Poor. A Case Study of Mbale Municipality, Research dissertation submitted as Partial Requirement for the Award of the Bachelor of Arts Degree in Social Sciences
- ❖ The Directorate of Public Prosecutions and its Response to Organized Crime. A Case Study of Drug Trafficking in Kampala City. Dissertation submitted As Partial Requirement for the Award of the Masters Degree in Social Sector Planning and Management.

Referees:-

**Prof. Augustus Nuwagaba, Former Dean
School of Social Work, College of
Humanities and Social sciences,
Makerere University**

**Dr. Andrew State, Dean School
of Social Work, College of
Humanities and Social sciences,
Makerere University**

**Mr. Abert Mutungwire Matsiko,
University Secretary, Busitema University,
P.O. Box 236 Tororo**