

CURRICULUM VITAE

PERSONAL INFORMATION:

Name: ACHEN Catherine

Date of birth: 28th December 1984

Gender: Female

Citizenship: Ugandan

E-mail: c.achen@gu.ac.ug

Mobile Tel: 0778466105

Address: Gulu University Faculty of Education and Humanities
P.O.BOX 166
Gulu-Uganda

Personal profile:

I am a very hard working and result –oriented individual whose quest to get the job well done has always seen me work outside normal working hours. I am self-motivated, reliable, trustworthy, responsible team maker, flexible and above all, God fearing. I exercise high level of integrity and believe that no one has monopoly of knowledge and therefore always had room for new insights to problem solving and welcoming to new challenges.

These interpersonal qualities allow me accomplish tasks exceeding job requirements yet remaining confident and humorous under minimum supervision by adapting very well to new situations while, consistently working effectively as an independent person and

coordinating well with team members. I am an individual with very good interpersonal relation and always willing to learn and strive to achieve quality work results

Career profile:

I am an Assistant Academic Registrar holding a Master of Arts in Public Administration and Management, a Certificate in Administrative Law, a Certificate in Project Monitoring and Evaluation and a Bachelor Degree in Development Studies with 10 years’ work experience in the same position at Gulu University from 2013 to date. The combination of my qualification and job experience have enabled me to acquaint myself with legal, technical, and ethical policies of the job requirement thus enormously improved my work performance.

1.0 EDUCATION AND TRAINING BACKGROUND

YEAR OBTAINED	INSTITUTION	AWARD OBTAINED
August 2012	Gulu University	Master of Arts in Public Administration and Management
Oct 2019-Jan 2020	Law Development Centre	Certificate in Administrative Officers Law course
July 2009	Institute of Statistics and Applied Economics (MUK)	Certificate in Project Monitoring and Evaluation
2004-2007	Gulu University	Bachelor of Development Studies (DVS)
2002-2003	Luzira Lakeside College	Uganda Advanced Certificate of Education (UACE)
1998-2001	Bishop Sisto Mazzoldi Lwezza	Uganda Certificate of Education (UCE)
1991-1997	Kitgum Public School	Primary Leaving Certificate (PLE)

--	--	--

2.0 Employment Record and Responsibilities

Work experience/Formal Employment

January 2023 -date: Assistant Academic Registrar, Faculty of Education and Humanities, Gulu University

Duties being performed:

- Assist the Dean of the Faculty in the preparation for admission of students to programs in the faculty.
- Carryout registration of students in ACMIS System for the faculty.
- Develop and maintained students' data base.
- Liaise with Heads of Department and prepare teaching and examination timetables.
- Assisted the Dean in organization, coordination and management of examinations in the faculty.
- Liaise with Heads of Department and compile examination requirements to be submitted to the Academic Registrar by the Dean of the Faculty.
- Assist the Dean of the Faculty in the processing of examination results and ensure that the results are presented in the format approved by senate.
- Assist the Dean in the organization of Faculty Board meetings and preparation of the minutes.
- Compile students' issues and ensure that they are presented to the Dean of the Faculty.
- Keep in close contact with the office of the Academic Registrar to be familiar with policies of the University.
- Any other duties assigned from time to time.

March 2013- December 2022: Assistant Registrar II Faculty of Medicine, Gulu University

1. KEY TASKS PERFORMED

- a) Assisted the Dean in preparing for admission of students to programmes in the faculty.
- b) Carried out registration of students in the faculty both manually and in the AIMS/ ACMIS Systems.
- c) Developed and maintained all students' database in consultation with the Dean and Academic Registrar's Office.
- d) Liaised with the Heads of Departments and assisted the Dean and prepared teaching and examination timetables for all approved Academic Semesters.
- e) Assisted the Dean in organizing, coordinating and managing examinations in the faculty.
- f) Compiled requirements for end of semester and recess terms in consultation with the Dean and Heads of departments for submission to the University Secretary as required.
- g) Assisted the Dean in processing and uploading examination results for students in the faculty following approved formats by senate.
- h) Assisted the Dean in organizing, faculty board meetings and prepared minutes accordingly.
- i) Assisted the Dean in preparing submissions to Professional and Regulatory Bodies and Councils.
- j) Received, guided and supported students based on their requests and needs brought to my attention.

k) Assisted the Academic Registrar through the Dean in issuing Admission letters and Academic Transcripts to admitted students and those that have graduated from different programmes in the faculty respectively.

l) Kept in touch with the office of the Academic Registrar and got familiar with policies of the University among others.

m) Carried out any other duties assigned by the Dean, The Academic Registrar and the authority of the University from time to time.

Other responsibilities held 2013-2022

- Member of Core Management Committee for Faculty of Medicine.
- Was member of Secretariate to Institutional Implementation Committee of MEPI-MESAU Gulu University site Project.
- Attended and participated in meetings of Sub Committee of Senate - Quality Assurance, Time table and Examinations Committee (QUATEC) and Admission Board of Gulu University.
- Assisted the Dean of the Faculty in preparation of examination facilitation allowances for conducting end of semester examinations for Faculty of Medicine.
- Assisted Senior Assistant Registrar in verification of application forms for enrolment at Faculty of Medicine.
- Kept and maintained an up-to-date students' data base and prepared and presented examination results since February 2013.
- **Areas of exposure:**
- Curriculum Development and reviews for both Masters and Undergraduate Programmes.
- Investigation of students' cases related to examination irregularities which contributed to and the making of informed decisions by the faculty following examination rules and regulations of Gulu University.

- Participated in 3inter-Universities site visit workshops held on need for students' admissions by Quota system and graduate tracking sponsored by MEPI-MESAU-MakCHSc.
- Coordinated very well students with the Dean, Deputy Dean and the Academic Registrar's Department.
- Constantly provided feed back to the Dean concerning student issues as well as teaching staff concerning teaching, Learning and assessment at the faculty.

February 2011-Feb 2013 Office Attendant-Gulu University Kitgum Campus

Duties

- Opening and closing office from 8:00am-5:00pm.
- Receiving and dispatching both incoming and outgoing mails to respective persons/officers.
- Responsible for care and management all assets and documents in my office.
- Preparing office tea and serving all administrative and academic staff at Gulu University Kitgum Campus.
- Coordinated all Academic Registrar's activities on behalf of the Assistant Registrar for the Campus.
- Performed any other duties assigned from time to time.

Other duties and responsibilities

- Coordinated all activities in the office of the Academic Registrar at Kitgum Campus.

Specific tasks performed successfully

- Liaised with the Director Gulu University Kitgum Campus and Academic Registrar's admission office in distribution, receiving and guiding applicants on application

procedure for joining programs of study for Academic Year 2011-2012 and 2012-2013 respectively and submitting them to the office of the Academic Registrar, Main campus.

- Liaised with the Director Kitgum Campus and Academic Registrar' Admission office and successfully issued application forms and recorded all applicants who came to seek for admission to Gulu University program at Kitgum and Main Campus respectively.
- Through constant consultation with the office of the Academic Registrar 's office, I was able to guide all applicants on procedures of picking, filling, and submission of application forms,
- Assisted the Director in submitting the application forms to Academic Registrar office successfully.
- Actively assisted the Director and Senior Assistant Secretary –Kitgum Campus in Planning, organizing, coordinating and managing the registration processes of all students who were admitted to Gulu University, Kitgum Campus and maintained the students' admission databases.
- On behalf of the Senior Assistant Registrar in charge of examinations, I assisted the Director in clearing all students who were eligible to sit for exams.
- Actively prepared and issued all registration and examination certificates to all students who were cleared to sit exams.
- Prepared and maintained students' examination lists.
- Successfully maintained the record of assets procured for Kitgum Campus.
- Successfully maintained the general cleanliness of offices and tea services to all staff at the Campus.

September 2011-2012: Coordinated all students' Affairs Issues at Kitgum Campus

Tasks assigned and performed

- Responsible for Director and SAS.

- Liaised with office of the Director, SAS and Students' Resident Guild Representative to ensure that matters of students' concerns were compiled and submitted to relevant officers for action.
- Representative of the Campus Management team on students' Affairs Committee.
- Took minutes of the students' Affairs sub-committee at the Campus.
- Carried out other duties assigned from time to time.

August 30th2010 EPRA Facilitator-Amida Sub country, Kitgum

Successfully completed Tasks as below: -

- Mobilized and sensitized the community about NUSAF2implementation.
- Assisted the community in initiating and writing sub projects, financial and progress reports for beneficiary groups.
- Helped the community in developing sub project budgets.
- Helped the Appraisal team to carry out appraisal of the entire sub-Projects.
- Submitted in time all project proposals and reports to the office of the Sub County Community Development officer (CDO).
- Participated in baseline surveys of the community at Sub-County level.

September 2009 Surveyor-Mercy Corps Kitgum

Successfully completed the following tasks

- Translated and carried out assessments and knowledge practice and coverage survey under OFDA/USAID Funded Water, Sanitation Hygiene (WASH) Project in Pader and Kitgum Districts respectively.

May 2006.Social Worker (Intern)-Diocese of Northern Uganda (NDU) Gulu

- Carried out Household food security and Livelihood Assessments in Gulu and Amuru Districts.

- Supported farmer groups' capacity building through training and monitoring their activities, group dynamics and record keeping.

TRAINING/SEMINARS AND WORKSHOPS ATTENDED

- ✓ Pharmacy Reference Curriculum Development October 2019.
- ✓ Curriculum Review for Bachelor of Science in Public Health February 2019.
- ✓ SPSS Data Analysis (MEPI-MESAU) 2016.
- ✓ Teaching and learning, Adult Style, Principles of Assessment (The University of Manchester at Faculty of Medicine Gulu University) March 2014.
- ✓ Institutional Site Visits at Makerere University and BUSITEMA University (MEPI-MESAU) 2014 and 2015.
- ✓ NUSAF2 EPRA Facilitators' Training, the role of EPRA Facilitator in the implementation of NUSAF2 activities January 2010.
- ✓ NUTI Consultancy training, Uganda Media Center-Kitti FM Kitgum, improving quality of Radio Broadcasting in Post conflict Analysis and Development 2010.
- ✓ Road safety Sensitization Seminar, Mercy Corp-Uganda 2009.

Skills/attributes

- High level of integrity, transparency, confidentiality and fluency in both written and spoken English.
- I possess a very strong interpersonal skill, and an excellent public communication skill, an experienced team builder, law abiding, time conscious, motivator, flexible and can always work interdependently.
- I also have every strong ability to monitor and evaluate my personal performance and this has always helped me to complete tasks assigned to me before dateline.
- Highly responsive to work related challenges and advice which always enabled me adapt quickly and learn from team mates.
- I am very innovative and creative in developing new ideas that has always brought new and useful information/ideas suitable to organizational development.
- I have good knowledge in data analysis using SPSS.

- An excellent knowledge in Microsoft Word, Excel and good in ACCESS and Outlook Packages.

Language proficiency

English Excellent

Luo Excellent

Referees

1. Dr. Jerry Bagaya
Academic Registrar, Gulu University (Supervisor)
E-mail.com: ar@gu.ac.ug
Tel: +256 772959140
2. Dr. Denis Thaddeus Ofoyuru
Dean Faculty of Education and Humanities (Immediate Supervisor)
E-mail: d.t.ofoyuru@gu.ac.ug
Tel: 0772340667
3. Dr. Felix Kaducu Ocaka (former Supervisor)
Dean Faculty of Medicine,
Gulu University

E-mail: fkaducu@gmail.com

Tel: +256 7772591123

4. Assoc Professor Emmanuel Ben Moro (Former Supervisor)

Former Dean Faculty of Medicine,

Gulu University

E-mail: drebmoro@gmail.com

Tel: +256 772404886

5. Dr. David Ross Olanya (Academic Supervisor)

E-mail: d.olanya@gu.ac.ug

Tel: +256 73170448

Declaration

I, **Achen Catherine**, do hereby declare that to the best of my knowledge and ability, this information provided correctly describe who I am, my qualifications and work experience that I have so far gained.

