

CURRICULUM VITAE

PERSONAL INFORMATION

SUR NAME: Onencan
OTHER NAME: Lilian
CONTACT ADDRESS: C/o P.O. Box 166, Gulu, Tel. 0782197230
DATE OF BIRTH: 16th May 1976
AGE: 47 Years
PLACE OF BIRTH: Koch Goma Health Centre
MARITAL STATUS: Married
NATIONALITY: Ugandan

EDUCATIONAL BACKGROUND

YEAR	SCHOOL/INSTITUTION ATTENDED	AWARD
2016 – 2018	Uganda Christian University	Master of Education in Administration and Planning
2006 – June 2009	Gulu University	Bachelor of Business Education (2 nd Class Upper Division)
2003 – June 2005	Gulu University	Diploma in Secretarial and Information Management (1 st Class)
1998 – July 1999	Uganda College of Commerce, Pakwach	Uganda Business Education, Certificate stage II
1994 – July 1995	Women's Development Centre	Uganda Business Education, Certificate stage I
1990 – 1993	Koch Goma Senior Secondary School	U.C.E. (Division II)
1983 – 1989	Koch Goma P.7 School	P.L.E.

COURSES COMPLETED/ ATTENDED

COURSES	INSITUTION/ORGANISATION	AWARD
Computer course	Convoy Secretarial Bureau	Certificate of Completion
Information Technology/International Computer Driving Licence (ICDL)	Gulu University	Certificate of Attendance

WORK EXPERIENCE

2019 to Date: Administrative Secretary, Academic Registrar's Office, 2011 – 2019: Administrative Secretary, University Librarian's office, Gulu University, 2006 – 2011: Secretary, University Librarian's office Gulu University, 2003 – 2006: Stenographer, Senior Administrative Officer's Office, Gulu University, 2002 – 2003: Self-employed (run a secretarial bureau in Gulu Town), 2001 – 2002: Typist, Makerere University I.A.C.E., Gulu Extra Murual Regional Centre, 1998 –1999: Secretary (on contract basis), Uganda College of Commerce, Pakwach and 1995 –1998: Typing Pool Supervisor, Alokopala Enterprise.

RESPONSIBILITIES IN THE CURRENT POSITION (ADMINISTRATIVE SECRETAR, ACADEMIC REGISTRAR'S OFFICE)

1. Typing letters, reports, memos and documents originating from the Department.
2. Coordinating filing and retrieving of documents.
3. Organising meetings that the Academic Registrar is Secretary to and Minute Secretary, Departmental meeting.
4. Contract Manager for catering services in the department,
5. Receiving and attending to visitors and directing them appropriately.
6. Receiving mail and other correspondences, record and channel them to the specific officer(s) for action.
7. Liaising with the Assistant Academic Registrars on matters concerning the management and welfare in the Department.
8. Facilitating communication channels between the Department of Academic Registrar and the rest of the University.
9. Handling departmental petty cash and providing accountability.
10. Supervising the Stenographers, Office Attendants and Cleaners.
11. Performing any other duty assigned by the Academic Registrar.

RESPONSIBILITIES AS ADMINISTRATIVE SECRETARY (UNIVERSITY LIBRARIAN'S OFFICE)

1. Preparation of procurement and work plans for Library Administration.
2. Compilation of Library Annual Reports.
3. Assisting the University Librarian in routine administrative duties in the Main and branch libraries.
4. Minute Secretary Library staff general meeting.
5. Library imprest holder.
6. Minute secretary, Library staff disciplinary and promotion committee.
7. Organising all meetings in the library and those ones to which the University Librarian is Secretary.
8. Supervision of the Secretary, Office Attendants and Cleaners.

RESPONSIBILITIES HELD IN THE POSITIONS OF STENOGRAPHER/SECRETARY

1. Minute Secretary in drafting the Gulu University Terms and Conditions of service.
2. Member, Gulu University Regalia Committee.
3. Organising all meetings in the Library and those ones to which the University Librarian is Secretary.
4. Receiving and accounting for all funds advanced to the Library.
5. Receiving and banking all funds generated in the Library at the time the Library had no Accounts Assistant.
6. Minute Secretary Library Administrative Committee.
7. Day-to-day administrative duties in the office of University Librarian.

OTHER RESPONSIBILITIES WITHIN THE UNIVERSITY

1. General Secretary, Gulu University Female Staff Association (GUFSA)
2. General Secretary, Gulu University Library SACCO.

Competence

1. Good knowledge of Microsoft office; Word, Excel, power point and internet.
2. Good record management skills.
3. Good team work spirit.
4. Ability to work under minimum supervision.
5. Effective communication both oral and written.
6. Fast learner.
7. Ability to meet dead-line because of high typing speed and accuracy.
8. Confidentiality in information handling.