

CURRICULUM VITAE

a) Personal Information

Surnames:	Oboke	Other names:	Paul
Sex:	Male	Date of Birth:	15/08/1972
Marital Status:	Married	No of Children:	Five
Nationality:	Ugandan	Home District:	Agago
Parish:	Ladere	Religion:	Catholic
Village:	Ajali Atede	Contact Address:	P.O.Box 166, Gulu
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b) Educational Background:

Year	Qualification	Institution
2009-2013	Master or Arts in Public Administration and Management	Gulu University
2002-2005	Bachelor of Science in Accounting and Finance	Kyambogo University
1993-1995	Diploma in Accountancy	ITEK
1991-1993	Uganda Advanced Certificate of Education	Kakira S S
1987-1990	Uganda Certificate of Education	Patongo S S
1980-1986	Primary Leaving Education	Karongo P S

Responsibilities held at school

- Chairman, Mathematics Club
- Secretary, Science Club
- Organiser, School Choir

d) Employment Record

Year	Institution	Post Held
2021 to date	Gulu University	Senior Assistant Registrar
2019- 2021	Gulu University	Assistant Registrar I (Admissions)
2018-2109	Gulu University	Assistant Registrar I- FBDS
2007-2018	Gulu University	Assistant Registrar II
2006-2007	Gulu University	Faculty Administrator
2004-2006	Mixed Allied Construction Co. Ltd	Finance and Administration Officer
1998-2004	Kyambogo University	Acting Statistian
1996-2004	Kyambogo University	Records Clerk in Academic Registrar's Office

Duties and responsibilities held during employment.

a) As Senior Assistant Registrar/Principal Assistant Academic Registrar

- Head the Admissions unit.
- Supervise all staff under Admissions Units.
- Secretary to Admissions Board, Mature Age and Gender Mainstreaming Committee.
- Secretary to Mature Age and Pre-Entry Examinations Sub Committee
- Secretary to Awards and Ceremonies Sub-Committee
- Coordinating the Department of the Academic Registrar with Academic Information Management System (ACMIS) developers on issues of ACMIS
- Creating and managing of admission schemes in ACMIS
- Processing applicants and presenting them to admissions Board
- Uploading/Admitting candidates approved by Admissions Board in ACMIS.
- Printing of Admission letters of the admitted students and ensuring that the rightful persons receive them.
- Managing students records both in the system (ACMIS) and outside the system.
- Creating different fees waivers for students approved by Staff Development Committee of Gulu University.
- Creating and managing of programmes of Gulu University in ACMIS
- Creating course units into ACMIS
- Enrolling and Registering students with challenges
- Providing statistical data of students to the different stakeholders.
- Coordinating the production of Academic Documents of graduands of Gulu University.

b) As Assistant Registrar

i) Teaching and Examination.

- Registration of Faculty Students.
- Arrangement of Examination rooms.
- Issuing of stationery for examinations.
- Implementing senate resolutions in respect of the Faculty.
- Updating the Academic Registrar about Faculty matters.
- Ensure that there is standard marking of examination scripts by all the lecturers.
- Ensure that students' results are correctly recorded.
- Assisting the Dean of the Faculty.
- Processing of the Faculty Examination results for Faculty Board, Quality Assurance and Senate meetings.
- Custodian of examination results at the faculty.
- Ensure that the examinations are properly set, moderated, printed and examined.

- Participate in the Faculty Budgeting processes.
- Coordinate registration of students between the Faculty and office of the Academic Registrar.
- Provide up to date Registration list of students for issuing of identity card, registration card and examination cards
- Submit lists of registered students to the Academic Registrar
- Provide up to date Registration list of Government sponsored students for payment of Faculty allowance and Research allowances.
- Supervising the junior non academic members.
- Carry out performance appraisal of the junior staff at the Faculty
- Fixing Faculty Board meetings.
- Secretary to Faculty Board.
- Answer examination queries relating to the calculation of Grade points, Grade point Averages, Cumulative Grade Points and class of the award.

ii) Others

- Keeping records of Faculty inventory.
- Production of Faculty news prints, procurement and programmes.
- Design and sign outreach attachment letters and expected deliveries.

b) As Finance and Administration Officer.

- Prepare Vouchers for cash and cheque payments and have them approved as necessary
- Receive invoices and all support documents
- Issue cheques and get acknowledgement receipts.
- Draw cash from bank for all payments
- Prepare a proper filing system for all documents e.g. receipts and payment vouchers.
- Ensure that payments are posted into proper accounts
- Prepare list of monthly outstanding advances.
- Prepare accountability for imprested reimbursement

c) As Record Clerk

- Opening up students' files and maintaining them.
- Easily retrieving of Student files whenever they were required.
- Keeping record of file movements in the Registry.
- Receive and process applications for privately sponsored students
- Registration of Students of ITEK (Kyambogo University), National Teachers' Colleges and In Service Primary Teachers' Colleges.
- Participation in the marking of Primary Teacher Colleges Examinations.

d) As Ag. Statistian

- Weighting of students' applications from UNEB grades to the Kyambogo University standard grades for admission purposes.
- Processing examination results for the Diploma in Education Primary External.
- Preparation of Students' enrolments for both ITEK (Kyambogo University) and National Teacher Colleges for National Council for Higher Education and other users of enrolment figures.

PROFESSIONAL SKILLS

- Research and case study reporting skills
- Human resource management skills
- Accounting and auditing skills
- Communication skills
- Interpersonal relation skills

PERSONAL ATTRIBUTES

- I have good – communication, interpersonal and Leadership skills.
- Ability to work under minimum supervision and in any region
- Creativity and Innovativeness
- Enthusiastic, creative team player with strong problem solving and organization skills.
- Self-driven and openness to learn new things.

Interest

Community Development

Languages spoken

Luo, English and Kiswahili

Hobbies

- Touring places
- Making friends
- Watching sports (Football in particular)
- Singing
- Swimming.

Referees

1. Dr. Jerry Bagaya
Academic Registrar,
Gulu University
Tel:0772-959140
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2. Dr. Olanya David Ross
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3. Dr. Kenneth Olido
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