

CURRICULUM VITAE

A: PERSONAL INFORMATION:

Name: Amito Scholastica Deborah

Gender : Female

Date of birth: 6th September 1977

Nationality: Ugandan

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B: EDUCATIONAL BACKGROUND:

YEAR	INSTITUTION	AWARD
2008-2012	Uganda Martyrs University Nkozi	Master of Arts in Local Governance & Human Rights
2003-2004	Gulu University Gulu	Postgraduate Diploma in Project Planning and Management
1997 – 2000	Makerere University Kampala	B.A. (Hons.) Mass Communication and English Language.
1995 – 1997	Sacred Heart Secondary School, Gulu	Uganda Advanced Certificate of Education (U.A.C.E).
1991 – 1994	St. Mary's College Aboke, Apac	Uganda Certificate of Education (U.C.E.)
1983 – 1990	Uganda Martyrs School, Kitgum	Primary Leaving Examination (PLE)

C: SHORT TRAININGS ATTENDED:

YEAR	INSTITUTION	TRAINING
2019	Uganda Management Institute	Certificate in Database Management Skills
2011	Makerere University (Directorate Of Research & Graduate Training)	Certificate in Research Management
2005	PANOS Institute Eastern Africa	Certificate in Leadership skills & needs assessment

2002	Ms. Uganda (Danish Association For International Cooperation)	Techniques of Journalism
2001	The American Centre Kampala	Techniques of Reporting during Political Situations/ Atmosphere.
1998	Institute of Adult and Continuing Education, Makerere University	Certificate in Computer Skills Ms. Dos, Ms. Word, Ms. Excel

D: WORK EXPERIENCES:

<u>YEAR</u>	<u>INSTITUTION</u>	<u>JOB DESCRIPTION</u>
2023	Gulu University	Senior Assistant Academic Registrar
Duties and responsibilities		
<ul style="list-style-type: none"> ● Carry out the duty of the Academic Registrar in the Faculty of Agriculture and Environment ● Specifically oversee the administration of semester exams in the Faculty ● Receive and process students' results ● Carry out registration of new and continuing students ● Update students' details on the portal ● Attend to students' issues ● Provide administrative support to the Dean 		
2014 – 2023	Gulu University	Assistant Registrar I
Duties & responsibilities		
<ul style="list-style-type: none"> ● Coordinate graduate students' training and research activities in liaison with Faculties and Institute ● Participate in the preparation and implementation of the Institute's work-plans and budgets annually ● Coordinate the process of students' registration and examination of research dissertations and thesis according to set policies ● Maintain an up-to-date progress record of current students and record of former students for reference according to programmes and academic year ● Handle students' queries especially concerning research work as well as other concerns ● In liaison with the Director generate agenda items for meetings of the Board of Research, Graduate Studies and Staff Development ● Take minutes of meetings of the Board of Research, Graduate Studies and Staff Development, Vetting Committee for promotion of Academic and non-academic staff as well as departmental meetings and draw action reports from each meeting ● Participate in the development and or review of policy documents related to graduate training ● Work as a rapporteur for Building Stronger Universities project (BSU) during workshops and meetings ● When called upon, give support to the main Academic Registrar's department when and as required 		
2011-2014	Gulu University	Assistant Registrar II
Duties & responsibilities		
Same as above		

2005-2011

Gulu University

Administrative Assistant - (Public Relations)

Duties & responsibilities:

- Designing and implementing the institution's communication strategies to broaden the public's understanding of the University and its operations.
- Planning, producing and distributing routine publicity materials about the institution (such as newsletters, brochures, faculty booklets, calendars, press releases etc) to all stakeholders.
- Planning and organizing for periodic image building press conferences/workshops/seminars for the community and other stakeholders.
- Providing timely information about the institution to the external public as well as internal audience.
- Coordinating University functions such as graduations, exhibitions, seminars, press conferences.
- Overseeing and ensuring that information about the university is accurately presented.
- Responding to inquiries made about the University.
- Compiling, editing and producing routine policy documents such as quarterly and annual reports and ensuring timely distribution of such documents to all stakeholders.
- Monitoring media reports and taking appropriate actions
- Master of Ceremonies at university functions

2002 – 2005

Mega F.M Gulu

Sub/Editor

Responsibilities:

- Editing news for broadcast
- Assigning News reporters to cover news events
- Selecting news items for broadcast
- Monitoring news events
- Conducting Editorial meetings
- Supervising newsroom staff

2001 - 2002

Freedom F.M Gulu

News Reporter

Responsibilities:

- Making contacts for news
- Gathering and compiling news stories for broadcast

2001

Capital Radio
Kampala.

News Reporter

2001

The Monitor Publication

News Reporter

2000

Freedom F.M.
Gulu

Internship training in
News Reporting

1999

Radio Uganda
Kampala

Presenter, Gender Issues
and Agricultural Show

E: RESPONSIBILITIES HELD:

<u>YEAR</u>	<u>INSTITUTION</u>	<u>POSITION</u>
2015-2018	Gulu University	Member of the Organizing Committee, Gulu University Annual Conference
2014	Gulu University	Executive Member of Gulu University Female Staff Association
2014	Gulu University	Member of the Editorial Board for Publicity Materials
1999 – 2000	Makerere University	Deputy Speaker Chua Development Students' Association.
1995 – 1996	Sacred Heart Secondary School, Gulu	Assistant Dormitory Prefect
1995 – 1996	Sacred Heart Secondary School, Gulu	Organizing Secretary Uganda Red Cross Society Sacred Heart

F: OTHER DUTIES AND RESPONSIBILITIES ASSIGNED:

- Grants Desk Officer charged with the responsibility of coordinating and providing administrative support to grant seekers and writers in the University
- Member of the Organizing Committee for the Gulu University Third, Fourth and Fifth Annual Conferences
- In-charge of the Examinations Division from 25th November 2019 to 27th March 2020
- Member of the Gulu University Committee for Publicity Materials

G: REFEREES:

Dr. Bagaya Jerry,
Academic Registrar,
Gulu University,
P. O. Box 166-Gulu.
Tel: 256 772959140

Dr. Okello Collins
Dean,
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Gulu University
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Professor Elizabeth A. Opiyo
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Tel: 256 772856871

Signed:.....

Date:.....