

CURRICULUM VITAE

PERSONAL DATA

Name: SILWANY MARY DEVOTAH
Date of Birth: 11TH SEPTEMBER, 1980
Nationality: UGANDAN
Sex: FEMALE
Marital Status: WIDOW
Contact Address: GULU UNIVERSITY, P.O. BOX 166, GULU

Assistant Academic Registrar

Institute of Research and Graduate Studies

Phone: +256782-697942

E-mail: s.devotah@gu.ac.ug

1. QUALIFICATIONS

- Bachelor of Arts (Social Sciences)-Makerere University
- Certificate in Alternatives to Violence Project- Basic Course
- Certificate in Alternatives to Violence Project- Advanced Course
- Certificate in Alternatives to Violence Project- Training of Trainers Course
- Certificate in counseling and Guidance – Inspirations Counseling and Guidance Services/Training Center, Ggaba Road.
- Certificate in Computer studies-Makerere University

2. EDUCATION BACKGROUND

	SCHOOL/INSTITUTION	AWARD/QUALIFICATION	YEARS
1	Makerere University , Kampala	BA(SS)	2002- 2005

2	Nabumali High School, Mbale	UACE	2000- 2001
3	Kangole Girls' School, Moroto	UCE	1994-1997
4	Agola Primary School	PLE	1986-1993

CURRENTLY as Assistant Registrar II/ Assistant Academic Registrar attached to

Institute of Research and Graduate Studies

- Coordinate Admissions, Registration, Progress reporting and graduation process of Graduate students at Gulu University
- Custodian of graduate students personal files and Thesis.
- Coordinate with the different Faculties and Institutes of graduate students

3. WORK EXPERIENCE

Oct. 2019-2022 Assistant Registrar II Admissions (Admissions Section)

- In charge of Departmental registry where students' personal files are stored.
- Compile, present requests for withdrawals and process withdrawal letters of students from studies and Programme
- Minutes Secretary for Awards and Ceremonies Committee
- 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.
- Enrolling and Registering students with challenges

2016-2019 Administrative Assistant Academic Registrars'' Department

- Registration of students per semester
- Keeping records of Departmental inventory
- Compile, present requests for withdrawals and process withdrawal letters of students from studies and Programme
- Managing students records and data
- Incharge of issuing certificates of completion to graduates
- Processing applicants and presenting them to admissions Board
- Printing of Admission letters of the admitted students and ensuring that the rightful persons receive them.

2008 – 2015 Administrative Assistant, Institute of Peace and Strategic Studies

- In charge of the daily operations of the Institute.
- In charge of the Institute Resource Centre
- Prepare the Teaching and Examination timetables
- Printing/managing examinations and examination materials
- Process Results and custodian of Results for QUATEC and Senate.
- Registration of students both at the Institute and Centrally.
- Keeping records of Institutes' inventory

2006 Research Assistant in Functional Adult Literacy Process Review in Uganda under the hospice of Ministry of Gender, Labour and Social Development.

2002-2005 Sales Manager Tororo Modern Stationery and computer services

Responsibilities as a sales Manager included procuring and keeping records of all business tractions and also ensuring that all machines and their operating systems are functioning well.

4. PROFESSIONAL SKILLS

- Human resource management skills
- Good Interpersonal relations

5. PERSONAL ATTRIBUTES

- ❖ I have good Leadership, communication and interpersonal skills.
- ❖ Of high moral and integrity, sincere and kind.
- ❖ Ability to work under minimum supervision and flexible.
- ❖ Enthusiastic, team player with strong problem solving and organization skills.
- ❖ Self-driven, openness, keen to details and willing to learn new things.

6. HOBBIES

- Playing Netball and watching basketball
- Singing and listening to gospel Music
- Making friends.
- Playing indoor games.

7. REFEREES

1. Assoc. Prof. Daniel Komakech

Chief, Institute of Research and Graduate Studies

Gulu University P.O. Box 166, Gulu

Tel. +256-777796506

Email: d.komakech@gu.ac.ug

2. Dr. Jerry Bagaya

Academic Registrar

Gulu University P.O. Box 166, Gulu

+256-772-959140

Email: ar@gu.ac.ug