

CURRICULUM VITAE

PERSONAL INFORMATION

Name Langole Jimmy Bonnie

Date of Birth 17th 02 1979

Marital Status Married

Nationality Ugandan

District of Origin Nwoya

Languages Luo (Fluent), English (Fluent), Luganda (Fluent),Kiswahili (Fair)

Current Address Gulu University
P.O BOX 166, Gulu

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BASIC EDUCATION

2014-2016	Masters of Arts in Public Admin. and Management. - Gulu University
2007-2008	Postgraduate Diploma in Project Planning & Mgt. - Gulu University
2003 - 2006	Bachelor of Arts in Development Studies. - Gulu University
1998-1999	U.A.C.E Buddo S.S.S- Kampala
1994- 1996	Gulu High School- Gulu- S.1- S. 3
1996	Entebbe Parents S 3 Third term
1997	Uganda Certificate of Education- Buddo S.S.S- Kampala
1986-1988	Paminyai P. 7 School P1- P2- Alero
1989-1992	Peters Primary School Nsambya P.3-P6 -Kampala.
1992- 1993	Shimoni Demonstration School P.L.E - Kampala

WORK EXPERIENCE

GULU UNIVERSITY

FACULTY OF BUSINESS AND DEVELOPMENT STUDIES

Assistant Academic Registrar 2019 to date

MY MAIN DUTIES AND RESPONSIBILITIES

- Developing and maintaining up to date Students' Database of Admissions, enrollment, registration and approved examinations results.
- Assist in admissions and registration of Students to the programmes in the Faculty.
- Participate in organizing, coordination and management of examinations at the Faculty and ensuring that results presented in the format approved by Senate.
- Assist the Dean, by liaising with Heads of Departments, in preparing Teaching and Examination Timetable.
- Assist in organizing Faculty Board or QUATEC and Senate meetings, taking minutes and following up on action points from the meeting.
- Issuing admissions letters and Academic transcripts following approved guidelines.
- Assist in organizing graduation ceremonies and such other Academic function of the University.
- Preparing and submitting quarterly and annual reports to the Dean and Academic Registrar.
- To participate in the orientation of new students
- To handle students' inquiries, complaints and concerns on admissions, registration and examinations
- To verify students' credentials during examinations in accordance with registration and examination regulations.
- To coordinate the invigilation of examinations
- To issue and retrieve examination scripts to internal and external examiners

- To perform any other duties that may be assigned by the Dean and the Academic Registrar

GULU UNIVERSITY

FACULTY OF BUSINESS AND DEVELOPMENT STUDIES

Administrative Assistant (Records) 2011 to 2019

MY MAIN DUTIES AND RESPONSIBILITIES

- Opening up Faculty files in accordance with the University filing system.
- To provide Secretariat to the Faculty Board and the Department meetings.
- To maintain records of Students, staff and the department correspondences.
- To liaise with Office of Academic Registrar on matters pertaining to the admission, registration, examination, programme reviews and Student statistics.
- Maintain electronic and manual records at the Faculty.
- Manage support staff at the Unit.
- Manage asset at the Faculty.
- Handle logistics within the Unit

NORTHERN UGANDA SOCIAL ACTION FUND/WORLD BANK PROJECT: SEPTEMBER 2006 TO JULY 2009.

The Northern Uganda Social Action Fund I (NUSAF) was a five years Government of Uganda Community driven project funded through an IDA credit from the World Bank and by the Government of Uganda with contribution of the communities.

Northern Uganda Social Action Funds (NUSAF) Administrative Assistant. NORTHERN UGANDA MANAGEMENT UNIT (NUMU) HEADQUARTER

MY MAIN DUTIES AND RESPONSIBILITIES WERE;

- Attend to operational inquiries from the districts and respond to administrative questions while performing routine office Administration.

- Monitor the progress of the ongoing sub projects to ensure adherence to set standards and specification and agreed implementation time schedule. Participated in Fast tracking Post Completion issues in Kitgum and Pader district.
- I was among the team selected to Support the districts to mop up outstanding accountabilities in the problematic districts of Kitgum and Pader.
- Follow up the status of problematic sub projects
- Follow up queries/issues in the Auditor General's Report for the year ended 30th June 2008
- Maintain proper stock and records for the stationery and office supplies in order to control usage and ensure availability at all time
- Handle correspondence and administrative work for the office and ensure confidentiality of information. Receive, sort and dispatch surface, air electronic mail and parcel for the office.
- Check and handle documents pertaining to cash transactions such invoices, receipts and delivery notes.
- Handle routine correspondence. This includes internal and external correspondence, surface, mail electronic messages including bulk packages and parcels.
- Keep active functional relationship with Assistant to the Executive Director, and the division of Administration to facilitate efficient document storage.
- Responsible for the filing system, department registry, equipment in the component or unit.
- Assist the Director or Head of Unit in the store and inventory control and determining the requirement of office consumables
- Generating Computerized NUSAF Fixed Assets.
- Monitor the progress of the ongoing the projects to ensure adherence to set standards and specification and agreed implementation time schedule.

World Food Programme – Gulu Sub – Office: February 2005 to July 2006

I worked as a Volunteer and my main duties and Responsibilities were;

- Collection of data for Food Security Assessment within the camps.
- Participated in the Evaluation surveys in all the schools in Gulu District.

- Participated in the revalidation and verification of the IDPS
- Participated in monitoring of food distribution in the IDPS
- Participated in the evaluation surveys on HIV/AIDS
- Participated in rapid food assessment in the camps.

May -2006 Research on the topic “Challenges of reintegration of formerly Abducted children’ a case study of GUSCO”.

KEY COMPETENCIES

- The ability to organize work to ensure efficiency and effectiveness in performance
- Results Oriented
- Computer literate with knowledge of Microsoft Work, Excel, PowerPoint and Internet applications
- Effective communication and interpersonal relations skills.
- Team player.

REFEREES

1 - Associate Professor Okumu Charles,

Dean Faculty of Education and Humanity

Gulu University Former Executive Director NUSAF

Mobile: 0772961256 / 0774586470

E-mail Address:

2. David Ross Olanya (PhD)

Dean Faculty of Business and Development Studies, Gulu University,

P.O. Box 166, Gulu.

Tel: 0773-170448

3. Christopher Denis Laker (PhD)

Regional Programme Manager

United Nation Development Programme

Sudan Darfu

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Declaration:

I Langole Jimmy Bonnie the undersigned do hereby declare that the above information is true and correct to the best of my knowledge.

Sign

Date.....