

BWERA SCHOOL OF ENVIRONMENTAL HEALTH SCIENCES

JOB DESCRIPTION

Title: Principal, School of Environmental Health Sciences (BSEHS)

Deadline: March 15, 2025 (midnight- Ugandan time)

Location: Bwera, Kasese, Uganda

Position Type: Full Time

Department: Administration

Reports to: Managing Director/BOD

Reportees: Four (4)

1. Background

Established in 2024, Bwera School of Environmental Health Sciences (BSEHS) is one of the leading private health training institutions in Uganda, located in Mpondwe-Lhubiriha Town Council, Bwera, Kasese. The school is situated within Bwera School of Nursing and Midwifery, Bwera Campus. Together, both schools have a total of 40 faculty and staff, with an enrolment of over 600 students, pursuing various certificate and diploma programs in environmental health, nursing and midwifery. The school seeks to transform communities by providing people-centred care through training of competent health professionals, research and community service. BSEHS is registered with the Ministry of Education and Sports (MOES) and serves as an examination centre for the Uganda Allied Health Examinations Board (UAHEB). Beyond conventional teaching, the school trains in sign language and ICT to enhance students' skills in provision of holistic healthcare. As a corporate institution, the school provides charity services to foster socio-economic transformation of the local communities. It is also strategically located at the border of Uganda with the Democratic Republic of Congo (RDC) and hence accessible to international trade and tourism.

2. Job Summary

Principal, School of Environmental Health Sciences is the administrative head of Bwera School of Environmental Health Sciences, responsible for the overall administration, planning, coordination, management and implementation monitoring of the activities of the school. She or he is directly answerable to the Managing Director and Board of Directors of the BSNM Ltd.

- Minimum Qualification: Bachelors
- Experience Level: Senior level
- Experience Length: 7 years

3. Duties and Responsibilities

Administration

- Develops the philosophy and objectives for the school.
- Leads in the development, planning, implementation and revaluation of the training programs.
- Appraises staff performance and recommends them for promotion.
- Identifies the present needs related to educational programs.
- Investigates, evaluates and secures resources for the training programs.
- Leads on the planning, monitoring and evaluation of the school's plan of action.
- Makes administrative decisions based on established policies.

Organising

- Provides an organisational framework for effective staff functioning
- Determines the number of positions and scope and responsibility of each teaching and non-teaching staff.
- Analyses the job to be done in terms of needs of the education programs.
- Prepares the job description, indicate line of authority, responsibility in the relationship and channels of communication by means of organizational chart and other methods.
- Considers preparation, ability and interest personally in equating responsibility.

Planning

- Develops and implements annual work plans, budgets and strategic plans of the school
- Develops and reviews school code of conduct and regulations to enhance student and staff compliance to policies.
- Ensures efficient use and timely accountability of funds and other resources
- Compiles and submits periodic reports to the BOD and stakeholders
- Delegates authority commensurate with responsibility.

Teaching and research

- Provides guidance on curriculum implementation
- Participate in teaching courses in midwifery and nursing.
- Provides guidance on the research agenda for the school.
- Provides overall supervision of students during clinical and community attachments.

Partnerships and collaboration

- Initiates, develops and nurtures cordial relations with relevant government agencies both at national, district and sub-county levels, partners for the purpose of enhancing the school's capacity to deliver on its mandate.
- Represents BSNM at relevant events and forums to ensure acknowledgement and visibility of the school's efforts.
- Coordinates school activities that cut across all programs, including co-curricular activities
- Organises and participates in internal and external meetings or forums
- Oversees teaching, research and community service educational activities

4. Key Performance Indicators (KPIs):

- % of internal controls in place and implemented
- % increase in student enrolment per year
- % student academic performance
- Timely preparation of reports
- Sustainably motivated faculty and staff
- % of work plan vs Actual implemented
- % of implemented BOD recommendations
- Quality of partnerships/stakeholder relations

5. Qualification & Experience

Qualification

- Bachelor Degree in Medical Education with a Diploma in Environmental Health Sciences OR
- Bachelor Degree in Environmental Health Sciences with a Post Graduate Diploma in Medical Education.

Registration:

- Must be registered with allied health professional council.
- Must be registered with Uganda Ministry of education and sports.

Experience

- At least 7 years of relevant work experience in teaching in environmental health sciences of which three (3) years must be in administration and management of health training institutions.
- Two to three years of experience in environmental health practice.

Other requirements

- Team player
- Problem solving skills
- Very strong organizational skills
- Very good technical report writing skills
- Good communication skills with diverse/multi-cultural groups
- Fluent in written and spoken English
- Familiarity with Webmail, Microsoft 365 suite, specifically Sharepoint, Word, Excel and Powerpoint.

6. CORE Values

- **Discipline** - uphold behaviour, habits and routines that embrace the school regulations, policies and professional ethics.
- **Integrity** – uphold honesty and strong moral principles at all times, ensuring that we behave ethically and do the right thing even when no one is watching.
- **Professionalism** – uphold high ethical standards and behaviours that demonstrate competence, honesty and mutual respect at the work place and externally. Staff and students should dress and act appropriately, deliver work outcomes to agreed quality standards and be accountable for their actions.
- **Excellence** - a commitment to achieving the highest possible standards in quality and performance, consistently striving for improvement, and setting high expectations across all aspects of work.

- **Compassion** – demonstrate love, empathy, kindness, emotional concern and live out our faith for the wellbeing of colleagues and by extending care to those in need. Ensuring everyone feels valued and respected regardless of background or identity.
- **Teamwork** – promote collaboration, mutual support, and shared responsibility among staff, focusing on collective efforts to achieve organisational goals rather than individual achievements alone; working together as a team is considered essential for success within the organization.

7. Application Process

The Application package should include:

- 1) Cover/motivation Letter (1 page), including your expected monthly salary (basic)
- 2) Curriculum Vitae (4 pages maximum) (pdf)
- 3) Copies of Relevant Professional and Academic Certificates (pdf)

Submit your application to the Managing Director, Bwera School of Nursing and Midwifery Ltd, Kasese, Uganda by hand or email to bwera_nursingschool15@gmail.com. The e-mail subject should read: "APPLICATION FOR THE POSITION OF PRINCIPAL BSEHS"

Any application delivered past the deadline will not be accepted. BEHS is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the applicant in the processing of emails. Email attachments shall not exceed 4MB; otherwise, the applicant shall send his or her application in multiple emails.