

## CURRICULUM VITAE

### Personal information

Surname/ First name(s) **Atugonza Rose**  
Address P.O.BOX 7062 Kampala, Uganda  
Telephone(s) Residence: 256-41-266353 Mobile: 256-772- 625 - 197  
E-mail ratugonza@iace.mak.ac.ug/atugonzarose@gmail  
Nationality Ugandan  
Date of birth 30<sup>th</sup> May 1968  
Gender Female  
Marital Married

### Work experience

Dates	2012 – 2013 Ag. Coordinator Centre for Lifelong learning Responsibilities Held: Budgeting for the Centre, Supervising Upcountry centres, mobilizing resources for the centre, supervising UBTEB Courses Writing Technical Proposals for Consultancy Training Lead Consultant UNMISS training in Post Conflict Reconstruction and stabilization conducted at Entebbe Air Base. Mobilising communities for short courses skill enhancement(National wide)
Occupation or position held	2007 - 2014 Assistant Lecturer in the Department of DACE, CEES, Makerere University
Name and address of employer	Makerere University Council
Main activities and responsibilities	<ul style="list-style-type: none"><li>Teaching and examination of students on Bachelor of Commerce Programme :Human Resource Management, Training and Development, Performance Planning, management of organization, Team building, Career Development, Mentoring and Coaching for better Performance. Policy Analysis and Planning, Project management processes,</li></ul> <b>Responsibilities Held</b> <ul style="list-style-type: none"><li>Held position of Academic Coordinator and consultancy services whose roles included amongst others; recruiting staff, identifying training needs, developing training programmes, monitoring &amp; supervision of teaching, scheduling &amp; overseeing field attachment activities, Member of several departmental &amp; Institute committees – Finance Committee; Academic Committee; Appointment and Promotions Committee.</li><li>Institute Representative Gender Issues on the University panel</li><li>Careers guidance &amp; trouble shooting students' academic problems in the Department</li><li>Teaching as a consultant on several departmental outreach exercises such Local Government Development Program (LGDP) in various districts</li><li>Training Needs Assessment for various trainings as need arise</li><li>Lead trainer for materials development for different trainings</li></ul>

Dates	1990 - 2006
Name and address of employer	Makerere University Council
Occupation or position held	Administrator Department of Distance Education, IACE, Makerere University
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Preparing budgets for workshops and examinations</li> <li>• Keeping petty cash and maintaining its vouchers &amp; disbursement</li> <li>• Handling all cash inflows for the department and making final accountabilities</li> <li>• Presenting financial records &amp; related evidences to the internal auditor for verification.</li> </ul>

**Education and training**

<b>Dates</b>	<b>2014 -</b>
<b>Makerere University</b>	PhD – Candidate - Educational Management(Coursework and Research)
University of Agder-Norway	Pursuing Diploma – E-teaching.
	2003 - 2005
Title of qualification awarded	Masters of Arts in Development Studies
Name and type of organisation providing organisation and training	Uganda Martyrs University - Nkozi.
Dates	1999 - 2002
Title of qualification awarded	Bachelor of Arts (Social Sciences) Upper Second Division
Name and type of organisation providing organisation and training	Makerere University
Dates	1999
Name and type of organisation providing education and training	Mature Age Entry Certificate Makerere University
Dates	1993 - 1994
Title of qualification n awarded	Diploma in Private Secretarial Studies
Name and type of organisation providing education and training	Cambridge Tutorial College
Dates	1987 – 1990
Title of qualification n awarded	Group Certificate in Secretarial studies
Name and type of organisation providing education and training	St.Andrea Kaahwa College
Dates	1982 - 1986
Title of qualification n awarded	Uganda Certificate of Education (U.C.E)
Name and type of organisation providing education and training	Duhaga S.S.S

**Personal skills and competences**

Reading Skills  
 Writing Skills  
 Verbal Skills

Excellent	
Excellent	
Excellent	

Social skills and competences

- Team work: I have worked in various types of teams from research teams to
- Mediating skills: I work with several centres around the country.
- Intercultural skills: I am experienced at working in a multicultural dimension since my work takes me around Uganda where I interact with individuals of different backgrounds.

Technical skills and competences

Good at communication and public relations.  
 Conducting Training Needs Assessment  
 Knowledgeable in gender issues  
 Presentation of papers on gender related discipline.  
 Discipline, grievance handling and conflict management  
 Conducting training needs assessment  
 Conducting performance appraisal  
 Job design

Computer skills and competences

Competent with most Microsoft programmes., Microsoft Excel

Artistic skills and competences

I am good at creative writing and editing of manuscripts.

Other skills and competences

I am a good facilitator/trainer./community mobiliser/counsellor

Driving licence(s)

Holder of a Ugandan driving permit Class B for Motor Cars and Dual Purpose Vehicles not exceeding 3500Kg and not more than 7 passengers.

## **Additional information**

### REFEREES

DR ANTHONY MUGGAGA  
DEPUTY PRINCIPAL  
COLLEGE OF EDUCATION AND EXTERNAL STUDIES  
MAKERERE UNIVERSITY  
P.O.BOX 7062, KAMPALA  
TEL; 0701456245

DR UMAR KAKUMBA  
DEAN SCHOOL OF BUSINESS AND MANAGEMENT  
P.O.BOX 7062, KAMPALA

DR LEON MATAGI  
NATIONAL COORDINATOR  
CENTRE FOR PSYCHOLOGY STUDIES  
P.O.BOX 7062, KAMPALA  
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