



GRACE AKELLO TUBIRYE

ADMINISTRATOR

WORK EXPERIENCE



2019 – 2025 (Present)

Kampala Uganda

NATIONAL THEOLOGICAL COLLEGE & GRADUATE SCHOOL

Administrative Assistant / Student Affairs Coordinator

Works with the Registrar to manage the full enrollment process, from student interest to official admission. Responsibilities include scheduling interviews, processing applications, verifying requirements, and maintaining accurate records. Ensure clear communication between students, faculty, and administration to create an efficient and transparent admissions experience.

Compiles comprehensive instructional materials for each module, including lecture notes, syllabi, exams, assignments, textbooks, and classroom setup to ensure a well-structured learning environment.

Communicates regularly with students to provide academic guidance, support, and feedback, while also liaising with the Vice President of Academics and Registrar for institutional alignment.

Organizes and files academic materials and student records, ensuring accurate documentation of grades, attendance, and compliance with institutional requirements.

Oversees financial responsibilities by collecting student fees at the beginning of each module and maintaining proper accountability.

Coordinates logistical arrangements for administrators, faculty, staff, and students, ensuring smooth execution of each academic module.

Carry out additional duties as assigned by NTCGS leadership, demonstrating flexibility and commitment to institutional goals.

SUMMARY

Experienced administrator and ministry leader with 15+ years in Theological Education, Finance, Human Resource and Discipleship across Uganda and Rwanda.

Skilled in student affairs, academic coordination, and financial management. Fluent in English, speaks Luganda, and Ateso.

Passionate about mentoring women, youth, and children, with strong leadership, planning, and interpersonal abilities.

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graceakelloug@gmail.com

KK 266, Street
Kabeza Ruburizi,
Kigali /Rwanda

Date of Birth: 6th APRIL 1986

Gender: Female

Nationality: Ugandan

Status: Married with Children

PROFESSIONAL SKILLS

ACBC Biblical Counseling - Phase 1

Planning and coordination skills

Bible Interpretation (Hermeneutics)

Drama and Creative Arts

Interpersonal and analytical skills

QuickBooks training

LANGUAGES

English

Luganda

Ateso



2004-2025 (Present)

Kampala, Uganda

WORD OF LIFE FELLOWSHIP

Finance Officer & Administrative Assistant

2004-2008 – Word of Life Fellowship Uganda, Intern (Kampala)
Led high school Bible clubs and supported evangelistic outreach through camps, youth trainings, soccer marathons, and Gospel productions, while assisting with general ministry duties.

2008-2012 – Word of Life Fellowship Uganda, Administrator
Oversaw teaching and camp ministry as Counselor and Unit Leader, coordinated evangelism initiatives, and served as Ladies' Discipleship Coordinator alongside other administrative responsibilities.

2014-2016 – Word of Life Africa Bible Institute, Finance Officer & Administrative Assistant
Prepared financial reports and budgets, managed documentation and personnel records, and coordinated professional meetings, teacher workshops, and guest teacher visits. Supervised attendance systems and facilities maintenance to ensure effective academic and operational support.

2019-2020 – Word of Life, Human Resource & Finance Administrative Assistant
Provided administrative and financial support including record-keeping, reporting, and logistical coordination for HR and finance functions.

2017-Present – Word of Life Rwanda, Missionary
Serving as a missionary focused on discipleship and leadership development. Support ministries to ladies, children, and youth while advancing community-based outreach and training.

Ongoing – Bible Study Fellowship (BSF), Volunteer Leader
Provide administrative and leadership support within BSF, helping organize and oversee small-group Bible studies for women.

Grace Tubirye

ADMINISTRATOR

EDUCATION

2015

Certificate in Biblical Studies

Word of Life Bible Institute

2008

Bachelor of Business Administration

Makerere University

2004

Uganda Advanced Certificate of Education (UACE)

GreenHill Academy

2002

Uganda Certificate of Education (UCE)

GreenHill Academy

INTERESTS

Mentorship

Reading

Swimming

Biblical Parenting

My **interpersonal strengths** and flexibility enable me to work effectively with diverse groups of people, while my adaptability allows me to thrive in **dynamic and challenging environments**.

Referees

Mr. Arthur Murungi

Programs Director

Global Hands of Hope

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Mrs. Kathleen Holritz

Registra

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