

MAKERERE

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UNIVERSITY

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DIRECTORATE OF HUMAN RESOURCES

OFFICE OF THE CHIEF HUMAN RESOURCES OFFICER

EMPLOYMENT OPPORTUNITIES AT THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

EXTERNAL ADVERT

Applications are invited from suitably qualified candidates for the following posts. Please submit your application, Curriculum Vitae, Certificates and Transcripts (3 copies each set) giving full details of applicants' education, qualifications, work experience, present salary and naming of three referees, plus their postal addresses. Applicants should make sure that at least two referees have forwarded references concerning their application by the closing date.

Applications should be delivered to **the Directorate of Research and Graduate Training, Senate Building Level 4, Office 410, Makerere University**, and addressed to:

**The Coordinator
CECAP II
Makerere University
P.O. Box 7062
Kampala.**

Closing Date: Tuesday, 19 November 2024

JOB OPPORTUNITIES WITH THE CARNEGIE-FUNDED EARLY-CAREER FELLOWSHIP PROJECT AT MAKERERE UNIVERSITY (CECAP II)

Carnegie Corporation of New York has extended support to Makerere University to implement the successor research project titled: *"Consolidating Early Career Academics at Makerere and four Partner Public Universities (CECAP) (Gulu, Kyambogo, Busitema and Mbarara University of Science and Technology)"*. This grant aims to consolidate the research capacity of early career academics to enhance their research productivity and ability to contribute effectively to knowledge generation.

The secretariat at the Directorate of Research & Graduate Training (DRGT) now seeks to recruit **A Project Administrator on a full-time basis** to assist the Project Coordinator in the timely implementation of the Carnegie-funded project actions for the contractual period of one year with eligibility of renewal upon satisfactory performance.

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Post: Project Administrator

Reports to: The Project Coordinator

Salary Scale: M6

Purpose of the Job: Responsible for the general administration of the Carnegie Project at DRGT

Duties and Responsibilities

1. Provide general administrative support;
2. Maintain all administrative records;
3. Timely communication on matters concerning the project;
4. Record proceedings and minutes of project meetings;
5. Coordinate and organise project management and project implementation committee meetings;
6. Manage assets under the project;
7. Participate in compiling progress and annual reports on the status of the project;
8. Provide administrative support where necessary to grantees;
9. Perform any other official duties as may be assigned by the supervisor.

Minimum required qualifications

1. Master's degree in any of the following fields: Business Administration, Finance, Development Management or any finance-related field from a recognised Institution;
2. An honours Bachelor's degree in any of the following fields: Business Administration, Management, Development Studies and other related fields from a recognised Institution.

Required experience, skills and Knowledge:


1. Minimum three years of working experience in a donor-funded project in a research institute or an institution of higher learning for degree holders;
2. Strong background and experience in data analysis, management of large donor projects and diverse stakeholder management.
3. Excellent report writing and communications skills;
4. Teamwork and interpersonal skills;
5. High-level computer and internet skills.
6. Prior experience in managing doctoral/post-doctoral research projects will be an added advantage.

Age Limit: Applicants should be below 45 years of age at the time of application.

Remuneration: USD 1,200 per month (Consolidated)

Contract Terms: This is a position whose tenure is one (1) year contract renewable based on performance and by mutual consent.

NOTE: Makerere University is an Equal Opportunities Employer.



Deus Tayari Mujuni
CHIEF HUMAN RESOURCES OFFICER

