

## **EMPLOYMENT OPPORTUNITY**

Lira University in partnership with Mbarara University of Science and Technology (MUST) and Bishop Stuart University (BSU) is implementing the Health Professional Education Partnership Initiative – Transforming Ugandan Institutions Training Against HIV/AIDS (HEPI-TUITAH) Project. The purpose of the program is to provide education in HIV/AIDS care and service delivery to provide undergraduate health professional students and primary health care providers with clinical skills and research capacity that will contribute to reduction of HIV/AIDS burden in Uganda.

It is for the above program that Lira University is seeking to recruit a suitable qualified candidate to fill a vacant position as described below:

**Job Title:** Project Administrator – Lira University

**Number of vacancies:** 01

**Terms of appointment:** One (1) year appointment renewable upon satisfactory performance

### **Duties and responsibilities**

Arrange training activities pre- and in-service, and micro-research; Will be responsible for managing research budgets, tracking the mentoring plan, and arrange program related meetings and dissemination meetings. S/he will prepare and submit monthly activity reports to the coordinating center at MUST through the Co-Investigator Lira University. S/he will perform any other duties that maybe assigned by the Supervisor.

### **Qualifications**

- Bachelor's degree in Education, Public Administration, Social Work and Social Administration or Social Sciences.
- Postgraduate qualification in M&E or Project Planning and Management will be an added advantage.

### **Competences**

- Working knowledge in project planning and management, monitoring and evaluation, budgeting and financial accounting
- Knowledge of responsible conduct of research and research ethics
- Leadership skills necessary to create effective functioning operations
- Ability to work productively and collaboratively with a wide range of people including undergraduate students, University academic staff, primary healthcare providers, mentors, program implementation committee and administrative support staff
- Ability to work independently, multi-task and deliver high quality work on time, accurately, efficiently and with minimal supervision
- Show high level of responsibility and consciousness; problem solving skills, have strong computer skills; outstanding interpersonal skills and sensitivity to human subjects issues; excellent communication skills (both written and oral); have strong time management and organization skills; and ability to handle multiple projects simultaneously.

### **Application Submission Procedure**

Application letter with a detailed CV and copies of academic transcript(s) attached, naming at least two professional references should be addressed to the Co-Investigator – HEPI-TUITAH project Lira University P.O. Box 1035 Lira and delivered to the Secretary of the Dean, Faculty of Health Sciences, Lira University.

**Deadline for application is Wednesday October 31, 2018 at 5:00pm. Only shortlisted applicants will be contacted for interviews.**