

# MAKERERE

P.O. Box 7072  
Kampala UGANDA  
Email: dean@musph.ac.ug



# UNIVERSITY

Tel: +256 414 543 872  
Mob: +265 794 944 401  
website: www.sph.mak.ac.ug

## COLLEGE OF HEALTH SCIENCES SCHOOL OF PUBLIC HEALTH

Office of the Dean

### JOB ADVERTISEMENT

#### Background

Makerere University College of Health Sciences, School of Public Health (MakSPH) received funding from the US Mission for one (1) year to support the Strengthening of Makerere University's Research, Grant Writing and Publication Capacity. The project is seeking applications for the recruitment of an Administrative Assistant.

**Job Title:** Administrative Assistant (1)

**Reports to:** Principal Investigator

**Engagement:** Full time

**Duration:** 1 Year

**Duty Station:** Kampala

#### Main role and Responsibilities

The Administrative Assistant is responsible for day-to-day administration of the project activities and facilitating the efficient operation of the project by performing the following clerical and administrative tasks.

#### Key specific responsibilities

- Planning and coordination of project meetings including preparing agendas and meeting minutes thereof.
- Coordinating and scheduling travel, meetings and appointments for project staff.
- Tracking the project budget including initiating requisitions and working with the finance team to ensure proper accountability of advanced funds
- Keeping proper records of all information related to the project.
- Ensuring that all project logistics (materials supplies and equipment) are available at the right time and in the right quantities.
- Maintaining office supplies and coordinating maintenance of office equipment.
- Responding to and resolving administrative inquiries and questions.
- Support data collection, data analysis and report writing for the project
- Perform any other duties that may be assigned by the Team Lead.



Leveraging 100 years of Excellence In Building a Transformed Society

## **Qualifications and desirable Qualities**

- Suitable applicants must possess a relevant first degree in Business Administration, Bachelor of Science, Bachelor of Arts or any other related disciplines, with at least one year of working experience.
- He/she should have knowledge and skills in project administration, and Microsoft Office.
- Experience with managing US Mission grants / projects or other donor funded projects is an added advantage.

**Terms of service:** The appointment is for a period of one (1) year.

## **Submission of applications**

All candidates must submit their application, curriculum vitae and official copies of educational transcripts/certificates to via the email: [researchcb@musph.ac.ug](mailto:researchcb@musph.ac.ug) with copy to [fjmuyodi@gmail.com](mailto:fjmuyodi@gmail.com) with the Subject line “**Application for the position of Administrative Assistant,**” not later than **28<sup>th</sup> October 2022**. Please provide a reliable 24-hour phone contact.

*Only short-listed candidates will be contacted for interviews.*

