

# 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

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**COLLEGE OF HEALTH SCIENCES  
SCHOOL OF PUBLIC HEALTH  
Office of the Dean**

## Jobs Advertisement

### **Background:**

The Makerere University School of Public Health (MakSPH) in collaboration with schools of Public Health in 9 high burden Malaria countries (Uganda, Tanzania, Nigeria, The Democratic Republic of Congo, Niger, Burkina Faso, Togo, Benin and Sierra Leone) received a 3-year grant from the Bill & Melinda Gates Foundation to implement the African Leadership and Management Training for Impact in Malaria Eradication (ALAMIME) Project. This is a leadership and management training program for senior and middle level managers (ALAMIME project). The aim is to equip these managers with skills to spearhead national Malaria elimination efforts. The program is led by Makerere University School of Public Health and University of Kinshasa is a Francophone partner to support implementation in the French speaking countries. We work with Ministries of Health (from which majority of trainees will come) in each of the participating countries as well as partners supporting Malaria control efforts. Suitable candidates are being sought to fill the following positions at Makerere University School of Public Health;

Position: **Communications Officer**

Reports to: **Project Lead**

Location: **Kampala**

### **Job purpose:**

The Communications Officer will be responsible for supporting communications initiatives in line with the project's vision and mission. He/ she will prepare and distribute content to promote project activities and act as a liaison between the project, the public, and the media to ensure that the project brand remains top of mind. He/she should be able to think creatively, have excellent writing, communication and interpersonal skills.

### **Responsibilities:**

**The position holder shall be responsible for;**

- Communication strategy development: S/he will work with the project staff to review and revise the project's communications strategy, strategic and annual operational plans
- Publications development: Produce a wide range of publications including monthly, quarterly and annual reports, develop and and/or update current communication materials
- Alumni focal person: coordinate all the alumni activities for ALAMIME
- Events planning and production: Organize meetings with high level international, national and other stakeholders, liaise with project staff in organizing dissemination activities, ensure appropriate documentation of events, and liaise with the MakSPH Communications office to ensure wide sharing of products and information

- Media engagement: Plan, organize and direct an effective public information program
- Online publishing: Be responsible for developing and/or updating content for online platforms, oversee the production and timely posting of blogs and engage with relevant knowledge hub websites and online communities to promote the project work
- Monitoring and evaluation of communication activities
- Carry out any other duties related to this role as may be required from time to time

**Qualifications and desirable qualities:**

- Bachelor's degree in Mass Communication or equivalent
- A postgraduate qualification in Mass Communication or Social Sciences or Health Promotion
- Previous experience with media will be an added advantage
- Minimum of three (03) years relevant working experience as a communications officer or related position
- Good verbal and written French language skills is an added advantage
- Excellent interpersonal and communication skills, written and verbal
- Ability to produce concise, informative and appropriate written documentation
- Monitor media coverage of the project and advise on responses where needed
- Effectively communicate on social media to keep the project's visibility high
- Ability to write annual reports for the project

Position: **Monitoring & Evaluation (M&E) Officer**

Reports to: **Project Lead**

Location: **Kampala**

**Job purpose:**

The M&E Officer will assist in the designing, coordinating and conducting project evaluations, develop an effective project monitoring plan, and ensure proper collection, storage and management of essential data

**Responsibilities:**

**The position holder shall be responsible for;**

1. Implementing Monitoring and Evaluation policies, procedures and guidelines
2. Lead timely collection, storage and analysis of accurate ongoing project monitoring data and success stories
3. Lead on scheduling the training activities of ALAMIME, the monitoring of the training activities and evaluation of the ALAMIME program
4. Support the development and maintenance of a functional Monitoring and Evaluation system
5. Carry out performance assessment for implementation and making recommendations for improvement
6. Provide technical support and guidance during the monitoring of performance processes
7. Evaluate the project in liaison with relevant evaluation activities
8. Prepare Monitoring and Evaluation reports on the performance of the project
9. Support capacity building of staff in monitoring and evaluation
10. Carry out any other duties related to the role

**Qualifications and desirable qualities:**

- Bachelor's Degree in a health-related field, or Statistics; or Mathematics
- A postgraduate qualification in Monitoring and Evaluation or another health-related course from a recognized University /Institution is an added advantage.
- Previous experience working in a similar position will be an added advantage
- Minimum of three (03) years relevant working experience
- Strong understanding and knowledge of monitoring and evaluation, evaluation design, data collection and analysis, and reporting.
- Good verbal and written French language skills is an added advantage
- Good planning and evaluation skills
- Paying attention to detail
- Excellent interpersonal and communication skills, written and verbal
- Ability to write annual reports for the project

**Position: Administrative Assistant**

Reports to: **Project Lead**

Location: **Kampala**

**Job purpose:** The Administrative Assistant will be responsible for office management, coordination of finances and logistics of the project.

#### **Responsibilities:**

##### **Office management & logistics**

- Work with the team to plan and track administration work for the ALAMINE project
- Organize project events and training, liaise with delegates, venues and trainers as required
- Preparation of course materials including creating, photocopying and collating delegate packs, name badges and certificates
- Perform clerical duties including photocopying, scanning, faxing, filing, and mailing
- Provide logistical support for workshops and project/field activities
- Assist project leads in the development of logistics plans for trainings and workshops
- Assist respective project leads in drafting and distributing letters; and seek confirmation of participation for events organized by ALAMIME
- Make travel arrangements for staff traveling within and outside of Uganda
- Manage local travel logistics for in-coming ALAMIME project visitors
- Coordinate the procurement of office supplies
- Any other duties as assigned by your immediate supervisor.

##### **Finance & accounting**

- Coordinate transportation and maintain monthly transport log
- Ensure timely settlement of vendor payments (internet, transport, office rent etc.)
- Update and maintain monthly petty cash register
- Monitor monthly project expenditure and compile a quarterly budget request
- Support finance department with invoicing and expense tracking
- Coordinate with accounts for the submission of complete and accurate financial reports
- Engage fully as a member of the MaKSPH staff team, including participation in staff meetings.
- Provide administrative support to other team members as needed

## **Qualifications**

- A minimum of a Diploma in health or humanities.
- Experience in administration of a training and capacity building and/or management program.
- Exceptional organizational skills and attention to detail
- Ability to organize, manage, prioritize, and follow through on multiple tasks in a fast-paced, deadline-oriented environment
- Excellent verbal and written English language skills
- Previous event planning and management experience
- Proficiency in Microsoft Office particularly Word, Excel, and PowerPoint
- Proven capacity to take initiative and willingness to learn new skills as needed
- Strong work ethic and the ability to work well independently and as part of a team
- Outstanding interpersonal skills and ability to interact with individuals at all levels including the ability to communicate in an effective manner with a wide range of stakeholders

**Position: IT officer**

Reports to: **Project Lead**

Location: **Kampala**

## **Job purpose**

Your overall responsibility is to provide IT support to the ALAMIME project as shall be directed by your supervisor, while your specific duties shall include but not be limited to;

Specific duties are the following;

- Provide leadership in the technology portfolio to support online training in the ALAMIME project
- Develop policies and strategies for internal IT operations to drive attainment of the ALAMIME project goals
- Advise partner countries on management of ICT issues to support ALAMIME project
- Design, configure and maintain the ICT system and infrastructure including networks, file servers, email servers and internet including all information management systems to support the ALAMIME project
- Install new software, updates and anti-viruses on all computers and awareness of all dates for installations and renewals
- Generate the ALAMIME website that shall provide information in both English and French
- Regularly update the ALAMIME website
- Carry out regular data/ applications back-up and contingency recovery
- Ensure that project electronics such as laptops are well maintained and in good working condition at all times
- Carry out any other duties as shall be assigned by your supervisor from time to time
- Set up new users' accounts and profiles and deal with password issues, ensuring the regular update of the trainees email accounts
- Run regular checks on network and data security
- Handle all ALAMIME project data with high confidentiality and integrity, and ensure that data are protected from external persons
- Provide technical IT support to the online training and networking in the ALAMIME project.
- Install and configure computer hardware operating systems and applications as necessary.

- Troubleshoot system and network problems, diagnosing and solving faults, and sort out ICT related problems/ or where necessary recommend professionals
- Ensure regular servicing and maintenance of all ALAMIME project Back-ups, Laptops, Up's as per an ICT asset count
- Maintain an Inventory of all ICT equipment for offices handled and keeping an updated register
- Support the procurement of IT equipment; providing specifications upon request (assessment of needs, drafting technical specifications, and advice during the evaluation of quotations)
- Provide technical support to the communications and e-learning platforms
- Participate in training participants in Computer essentials and provide support where necessary
- Perform any other ICT related duties that may be assigned by the PI.

#### **Qualifications:**

- Previous working experience as IT Technician.
- Degree in Computer Science, engineering or similar relevant field from a chartered University
- Problem solver and attention to details
- Excellent communication and interpersonal skills
- Outstanding organizational and time-management skills
- Hands on experience with diverse computer systems and networks
- In depth knowledge of internet security and data privacy principles
- Certification as IT Technician will be a big plus

#### **How to apply:**

Suitably qualified persons should submit their application which must include the following;

1. A one-page type written application letter addressed to the Dean, Makerere University School of Public Health,
2. Up-to-date curriculum vitae with a telephone contact and an email address that are functional.
3. Copies of the relevant academic certificates and transcripts.
4. Two (2) letters of recommendation
5. The above application documents must be submitted as **ONE PDF file** to the email: [recruitment@musph.ac.ug](mailto:recruitment@musph.ac.ug) indicating the position applied for in the email reference.

The deadline for submission is **18<sup>th</sup> December 2023 at 5:00pm**. Only short-listed candidates will be contacted.