



Pharm-Biotechnology and Traditional Medicine Center (PHARMBIOTRAC)

MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY P. O. BOX 1410, MBARARA, UGANDA
World Bank Eastern and Southern Africa Higher Education Center of Excellence (ACE II) in Pharm-Biotechnology and Traditional Medicine (PHARMBIOTRAC)

VACANCIES

Mbarara University of Science and Technology (MUST), is the second oldest public University in Uganda established by an Act of Parliament of the Republic of Uganda, and with a vision "to be a centre of academic and professional excellence in Science and Technology". MUST is one of the 24 competitively and transparently selected institutions of higher learning in Eastern and Southern Africa to receive funding under ACE II Project from International Development Association (IDA)/World Bank. ACE II project is a regional project involving eight countries namely; Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania, Uganda and Zambia.

The project seeks to promote regional specialization among participating institutions within areas that address regional development challenges through strengthening the capacities of higher education institutions of learning to deliver quality, market-relevant post-graduate education, and build collaborative research capacity as well as conduct high quality applied research in five regional priority areas: industry, agriculture, health, education and applied statistics.

One of these ACE II centers of excellence hosted at MUST-Pharm-Biotechnology and Traditional Medicine Center (PHARMBIOTRAC) will provide a regional platform for innovative drug development, including exploring the use of traditional medicine in the region. PHARMBIOTRAC is now looking for self-motivated, dynamic and ethically upright individuals to fill a number of positions based at its main office located at Kihumuro Campus, MUST.

1. Job Title: PHARMBIOTRAC Monitoring and Evaluation Officer
Organization: Mbarara University of Science and Technology
Duty Station: Mbarara, Uganda
Remuneration: Attractive Package

Key Duties and Responsibilities:

- Develop an overall M&E plan for the PHARMBIOTRAC Project.
- Establish the Project monitoring and evaluation system.
- Ensure that the M&E databases are routinely and systematically updated.
- Managing and implementing a performance-based monitoring system to ensure that Project targets are met.
- Ensure that Standard Operating Procedures (SOP's) and guidelines regarding M&E are developed and updated where necessary.
- Lead regular performance reviews processes to ensure timely completion of major deliverables, regular periodic analysis of data to identify and communicate lessons-



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learned, and regular periodic presentation of data and analyses to project management team.

- Ensure timely preparation of periodic internal and external progress reports for dissemination to stakeholders to keep them abreast about project implementation progress.
- Review, monitor and analyse reports for impact evaluation.
- Ensure that, in general, project monitoring arrangements comply with the Project Grant and Financing agreements and, in particular, the provisions of this agreement are fully observed including the scope of the project/work plan, results framework, project implementation manual and legal covenants.
- Participate in design and collection of data for preparation and implementation of baseline, mid-term review, and end of project evaluation.
- Guide, monitor and report on the progress of individuals/ organizations contracted to implement special surveys and studies relating to monitoring and evaluation.
- Help identify the cause of the potential bottlenecks in implementation.
- Develop the overall M&E framework for the project including annual project reviews, participatory impact assessments, process monitoring, and evaluation.
- Perform any other duties from time to time as assigned by the center leadership.

Qualifications and Experience:

- The applicants must have a Bachelor's Degree in Statistics, Social Sciences, or other closely related field and a Post Graduate qualification in M&E,
- Familiarity with World Bank or other international development funding programme and reporting requirements,
- The candidate should have proven experience in the design of M&E systems and approaches and should be knowledgeable in M&E analytical tools,
- Demonstrate knowledge of the HMIS/DHIS2
- At least 3 years of experience in M&E methods and approaches, including designing, planning and implementing M&E systems, analysing and reporting,
- Added advantage: Master's Degree in Statistics, Monitoring and Evaluation, Project Planning, Development Economics, or a related field, member of the Uganda Monitoring and Evaluation Association, etc.

Other requirements / skills

- Strong analytical, planning and organizational skills
- Excellent interpersonal skills, communication skills, both oral and written.
- Ability to work under minimum supervision and meet strict deadlines.
- Demonstrated integrity and confidentiality in handling public matters/resources.
- Familiarity with government systems and procedures.
- Familiarity with World Bank/ related multi-lateral or bilateral agencies systems and procedures.
- Computer knowledge and skills in M&E software packages / platforms, MS Office

Reporting:

- The M&E Specialist will report to the Center Leader and will work closely with the Quality Assurance Department and all the Chairs.



Position duration:

- 1 year with potential for renewal based on performance and availability of funds.

2. Job Title: **Communication Specialist (1 position)**
Organization: **Mbarara University of Science and Technology**
Duty Station: **Mbarara, Uganda**
Remuneration: **Attractive Package**

Key Duties and Responsibilities:

- Develop an effective communication strategy for PHARMBIOTRAC.
- Develop regularly internal and external communications materials, including feature stories, key messages, brochures, newsletters, etc.
- Develop content and update the PHARMBIOTRAC website regularly and press releases for media.
- Organize initiatives and plan events or press conferences.
- Liaise with media and handle requests for interviews and statements among others.
- Assist in communication of strategies or messages from senior leadership.
- Ensure communications are consistent with the company's brand identity, philosophy and voice.
- Propose communications tactics and work directly with other departments to accomplish tasks.
- Monitor public appearance of PHARMBIOTRAC in media.
- Maintains a documentation database with all published materials.
- Man the permanent PHARMBIOTRAC / MUST Innovation Exhibition, conducting guided tours to visitors and interested persons.
- Keep stock and provide promotional materials to staff and visitors as well as serve as custodian to the PHARMBIOTRAC mobile exhibition equipment.
- Prepares monthly visitor and activity reports.
- Prepares quarterly and end of year reports.
- Follows directives at all times from PHARMBIOTRAC Center Leadership and will work closely with the Chair of Innovation and Business Management.
- Perform any other duties from time to time as assigned by the center leadership.

Qualifications and Experience:

- Bachelor's Degree in public relations, communications, journalism or relevant field
- Having a minimum of 3 years working experience in a busy firm/ organization is essential; e.g. familiar with international organizations communication needs and publication style.
- Computer literacy e.g. experience in use of Microsoft office applications i.e. word, excel, publisher lay outings software is essential.
- Added advantage: Master's Degree in public relations, communications, journalism or relevant field, etc.



Job Competences:

The applicant should have:

- Excellent professional writing, public speaking, reporting and interpersonal skills.
- Excellent communication (oral and written) and presentation skills.
- Outstanding organizational skills, attention to detail and planning abilities.
- Proficient command of English.
- The ability to work for long hours, at times during evenings and weekends.
- Excellent interpersonal skills and be a team player.
- High level of organizational skills and able to work under pressure and tight deadlines.
- Flexibility and be proactive in approach to work.
- Ability to work with minimum supervision.

Position duration:

- 1 year with potential for renewal based on performance and availability of funds.

3. Job Title: Assistant IT Officer- PHARMBIOTRAC (1 position)

Organization: Mbarara University of Science and Technology

Duty station: Mbarara, Uganda

Remuneration: Attractive Package

Key duties and responsibilities:

- Responsible for maintaining and updating the PHARMBIOTRAC website, social media, e-content and e-Learning platforms.
- Provide ICT user support training to the PHARMBIOTRAC Project staff and students.
- Provide general IT support to the PHARMBIOTRAC Project staff and students.
- Maintain PHARMBIOTRAC ICT infrastructure and data security; this includes Computers, Printers and ICT Network.
- Provide technical support to the PHARMBIOTRAC Project in the procurement of ICT equipment.
- Coordinate between the PHARMBIOTRAC project and the university's Computing Services Unit to ensure streamlined provision of ICT services, in-line with the university's wider ICT strategy and framework.
- Provide ICT support and maintenance to PHARMBIOTRAC staff and students.
- Prepare monthly reports on the status of PHARMBIOTRAC Project's ICT capacity.
- Prepare a weekly ICT log for actions where needed.
- Prepare periodic ICT status reports.

Qualifications and Experience:

- Bachelor's Degree in Information Technology / Computer Science or related field.
- Experience in creation and management of Web content using WordPress and different social media platforms.
- Experience in development of e-Learning content, application and use of e-Learning content.



- Training in all 4 levels of Cisco Certified Networking Associate (CCNA) and experience in managing LAN infrastructure is an added advantage.
- At least 1 year experience in providing ICT support at a university or providing ICT support in a busy firm/ organization is essential.
- Added advantage: Master's Degree in Information Technology / Computer Science or related field, etc.

Job Competences:

The applicant should have:

- The ability to work for long hours, at times during evenings and weekends.
- Excellent interpersonal skills and be a team player.
- Supportive to staff and students.
- Flexibility and be proactive in approach to work.
- Ability to work with minimum supervision.

Position duration:

- 1 year with potential for renewal based on performance and availability of funds.

Application Deadline: Friday, February 22, 2018.

How to Apply:

- a) Application letter.
- b) Copies of relevant academic/professional transcripts & certificates.
- c) Detailed curriculum vitae.
- d) Names and addresses of three professional referees.
- e) Applicant's physical address, telephone contact, and email address; and
- f) Any other relevant information supporting your application.

Submit your application per email (as a single pdf file) or hard copy to:

The Director

PHARMBIOTRAC

Mbarara University of Science and Technology

P.O. Box 1410, Mbarara, Uganda.

Emails: tolocas@must.ac.ug and pharmbiotrac@must.ac.ug

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