



GRANT No: R25TW011210



Health-Professional Education Partnership Initiative–Transforming Ugandan Institutions Training Against HIV/AIDS

## VACANCY – Project Administrator HEPI-TUITAH Lira University Office

### Overview statement

The Faculty of Health Sciences is seeking applications from suitable individuals to fill the position of Project Administrator HEPI-TUITAH.

The purpose of the Program is to provide education in HIV/AIDS care and service delivery at MUST and its partner training institutions including Lira and Bishop Stuart Universities to provide undergraduate health professional students and primary healthcare providers with clinical skills and research capacity that will contribute to reduction of HIV/AIDS burden in Uganda.

**Scope of Work:** 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 Mbarara University through Co-investigator Lira University.

The ideal candidate should possess:

- Leadership skills necessary to create effectively functioning operations
- Ability to work productively and collaboratively with a wide variety of people, including undergraduate students, Lira University academic staff, Primary Healthcare providers, Mentors, Program Implementation Committee, and administrative support staff and colleagues.
- Ability to work independently, multi-task and deliver high quality work on time, accurately, efficiently, and with minimal supervision is required.
- Personal skills: show high level of responsibility and conscientiousness; 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 & organizational skills; and ability to handle multiple projects simultaneously.

### Educational Qualifications and other requirements

- Postgraduate diploma in project planning and management with proof of working knowledge in
  - monitoring and evaluation
  - basic accounting
- Knowledge of responsible conduct of research and research ethics will be an added advantage

**Position duration:** 1-year renewable upon successful performance

Applications letters including CV, copies of academic transcript(s), at least two professional references letters, should be addressed to “The Principal Investigator, HEPI-TUITAH program” and sent to [hepi-tuitah@must.ac.ug](mailto:hepi-tuitah@must.ac.ug)

**Submission deadline is December 18, 2020 (only shortlisted applicants will be contacted for an interview on January 6, 2021)**