

MAKERERE

P.O. Box 7072 Kampala, Uganda
E-Mail: principal.chs@mak.ac.ug



UNIVERSITY

Phone: 256 772 411273
256 414 698286

COLLEGE OF HEALTH SCIENCES OFFICE OF THE PRINCIPAL **JOB ADVERT**

EMPLOYMENT OPPORTUNITIES

Makerere University College of Health Sciences (MakCHS), is the oldest medical training University unit in East Africa. MakCHS comprises of 5 Schools namely; School of Medicine, School of Health Sciences, School of Biomedical Sciences, School of Dentistry, and School of Public Health and the Makerere University Health Services (University Hospital)

The College seeks to recruit the following persons.

Principal's Office

Position: Administrative Assistant-Academic (1)
School of Public Health
Terms of employment: Contract, Salary Gross Pay: Attractive
Reports to: Chairperson, MakSPH Higher Degrees Committee

Job Purpose:

The overall role as administrative assistant is to support the work of the Higher Degree's Committee in collaboration with the Research Ethics Committee and Academic Department at the School of Public Health

Duties & responsibilities

1. Administrative support to MPHME and MPHFT Programs.
 - a) Making a program for field supervision of MPH FT and MPHME trainees by MakSPH faculty during the recess term/field attachment
 - b) Tracking student progress at different stages (concept, proposal, dissertation, and those with retakes)
 - c) Distributing student concepts, proposals, and dissertations for review and evaluation to the faculty.
 - d) Submitting viva voce minutes to the office of Principal Registrar in preparation for student graduation.
2. Maintain a database of the external examiners (addresses, appointment letters, and their areas of specialty and assigned books).
3. Work with the academic coordinators to develop work plans that guide students.



4. Coordinate doctoral committee meetings for PhD students under HPPM Department (organizing doctoral meetings, tracking the progress reports and organizing public defense).
5. Contact the District Health Officers with MPH field sites seeking their willingness to host the students.
6. Assist in the compilation and formatting of student results for the courses coordinated by the Department.
7. Take minutes during students' concepts, and proposal presentations.
8. Work with the program team to review and print the program handbooks at the beginning of every academic year.
9. Procurement of office supplies, including logbooks for students before they go for field attachment.
10. Manage inventory of program assets (laptops, LCD Projectors) and maintaining an asset register.
11. Arrange transport and funds for students during outbreak investigations.
12. Coordinating and scheduling student-related meetings.
13. Participate in the sorting and shortlisting of MPHFT & MPHME Applicants during the admission process

14. Support the field coordinators during field attachment for MPHFT by:

- a) Contact the field supervisors to seek their willingness to support students.
- b) Write introduction letters for students.
- c) Share the field manual and guidelines with students and field supervisors
- d) Arrange transport for the student to the field and back.
- e) Preparing the Perdiem for the students.
- f) Follow-up utilities for MPH site houses (water and electricity) in the eight districts.
- g) Reviewing tenancy agreements and preparing the payment for rent.
- h) Coordinate the logistical needs for the faculty during field supervision (transport, Perdiem, fuel, tools),
- i) Compile accountability for the field supervision funds.
- j) Follow-up with students to remind them about the submission deadlines,
- k) Distribute field studies for marking and following up the submission of results and compiling them.

15. Dissertation Concepts papers submission by students

- a) Receive, compile the list, and share it with coordinators to allocate reviewers.
- b) Distribute the concepts to the faculty for review.
- c) Assist in the preparation and generation of presentation timetables for concepts and constituting the panels.
- d) Sitting in the panel to write the minutes and the approved topics.
- e) Compile the list of approved topics and share them with coordinators to allocate supervisors.
- f) Write letters appointing the supervisors for the deputy principal to sign.
- g) Share the letters with students and faculty.

16. Proposal submission by students

- a) Compile the list of the proposals and share it with coordinators to allocate the reviewers.



- b) Distribute the proposal to the reviewers.
- c) Take minutes during the presentations and sharing the comments with students and supervisors.
- d) Follow-up with the Research Ethics Committee for student approval letters to allow them start data collection.

17. Dissertation and viva-voce examination

- a) Dispatch dissertations to internal and external examiners.
- b) Remind the examiners by email and phone call to submit their reports.
- c) Compile /file examiners' reports for each student and sharing with them
- d) Follow-up on compliance forms from the students before Viva
- e) Review the draft viva voce timetable to ensure there are no missing students.
- f) Remind the faculty and student about the dates of the viva voce examinations.
- g) Create and share zoom links with students and faculty.
- h) Share comments with students and their overseers.
- i) Create a hard copy file to submit to the Principal registrar in preparation for student graduation.
- j) Requisition and follow-up payment for external examiners.

18. Track students' progress

- a) Reminding students with retakes when they are due.
- b) Following up students with pending proposals and dissertations to submit.

Person specifications

(i) Qualifications

1. Bachelor's degree in Humanities, Public Administration, Business Administration or related fields.
2. Masters' Degree in Project/ Program Management, Public Administration or related field is added advantage.

(ii) Required Experience

1. Experience in handling Academic Administrative activities from a reputable Institution
2. Experience in managing graduate training programs
3. At least three years' experience working / handling a graduate program

(iii) Essential Skills/Competences

1. Excellent written and spoken English
2. Excellent communication, organizational and interpersonal skills
3. Computer literate
4. High level of professionalism integrity, confidentiality and attention to detail
5. Good time management and Output oriented work habit
6. Ability to work independently with minimum supervision and observe deadlines
7. Problem solving and willingness to learn



Position: e-Learning Coordinator (1)
Terms of employment: Contract, Salary Gross Pay: Attractive
Reports to: Principal

Job Purpose:

To support the ICT department in the development of the use of e-Learning technologies and the Virtual Learning Environment (VLE; Moodle).

Duties & responsibilities

1. Create engaging learning activities and compelling course content
2. Work with lecturers and subject matter experts to identify students' training needs
3. Set instructional and eLearning end goals and create content that matches them in line with the University ODeL policy
4. Visualize instructional graphics, the user interface and the finished product
5. Analyze and apply trends and best practices in learning technologies and instructional design
6. Provide exercises and activities that enhance the learning process
7. Create supporting material/media (audio, video, simulations, role plays, etc.)
8. Devise modes of assessment, such as tests or quizzes, to measure the effectiveness of the course
9. Maintain project documentation and course folders
10. Provide monthly eLearning performance reports
11. Work with the IT department to report system MUELE system outages
12. Collect students' feedback on usage and utilization of various technologies with view of improving their e-learning experiences.
13. Facilitate capacity building for teaching faculty and students through training in use of various eLearning technologies.
14. Facilitate and timetable online classes and ensure effective communication of the same to the various classes
15. Schedule Zoom classes for the students and faculty
16. Provide blended learning support to the Graduate students
17. Effectively communicate and institutionalize the e-learning strategy of the University to all CHS Community
18. Perform any other related duties assigned to you by your supervisor.

Person specifications

(i) Qualifications

Minimum of Master's degree in instructional design, educational technology or computer science or related e-learning qualifications from a recognized University

(ii) Required Experience

2-3 years' experience in instructional design



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(iii) Essential Skills/Competences

1. In-depth knowledge of learning theories, instructional design models and learning management systems especially Moodle
2. Lesson and curriculum planning skills
3. Visual design skills (Dreamweaver, Photoshop, Illustrator)
4. Ability to write effective copy, instructional text, audio and video scripts
5. In-depth knowledge of creative content authoring and delivery tools like Camtasia, jamboard etc.
6. Excellent communication skills
7. Research Skills
8. People skills
9. Time management
10. Flexibility

Position: Electrician (1)
Terms of employment: Contract, Salary Gross Pay: Attractive
Reports to: Chairperson, MakSPH Higher Degrees Committee

Purpose of the Job

Perform specific activities while supporting electricians during installation, repair works and maintenance.

Duties & Responsibilities

1. Connect wiring to circuit breakers, transformers, or other components such as lighting fixtures and power equipment.
2. Connect power cables to equipment, such as electric range or motor, and installs grounding leads;
3. Study building plans and working drawings to determine work aids required and sequence of installations.
4. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
5. Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters, and other electrical tools, to ensure compatibility and safety of system.
6. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
7. Connect motors, control panels, starters, disconnects and test to insure efficient operation.
8. Install sound systems, security systems and voice and data systems and new lighting and ceiling fans.
9. Thread conduit ends and connect couplings and conduit fittings.
10. Replace faulty circuit breakers, fuses, switches, electrical and electronic components, or wire.
11. Repair motors, transformers, generators, and electronic controllers on machine tools and industrial robots.
12. Perform other duties as directed by supervisor.



Person Specifications

(i) Minimum Qualifications

A diploma in electrical studies.

(ii) Required Experience

At least 3 years working experience in electrical installations.

(iii) Essential Skills/Competences

1. Working knowledge of electrical methods, practices, and have knowledge of the applicable building codes, regulations or ordinances.
2. Must be physically fit.
3. Ability to follow oral and written instructions.
4. Ability to work in safe and efficient manner.
5. A team player.
6. Innovative and foresighted.

Position: Senior Communications Officer (Research) (1)
Terms of employment: Contract, Salary Gross Pay: Attractive
Reports to: Principal

Job purpose:

The senior communications officer will be responsible for supporting communications initiatives in line with the college's vision and mission. He/ she will prepare and distribute content to promote MakCHS activities. He/she should be able to think creatively, have excellent writing, communication and interpersonal skills.

Key Functions

1. **Communication strategy development:** S/he will work with the MakCHS staff to review and revise the MakCHS communications strategy, strategic and annual operational plans.
2. **Publications development:** Produce a wide range of publications including quarterly and annual reports, develop and and/or update current communication materials.
3. **Events planning and production:** Organize meetings with high level national and other stakeholders, liaise with Research investigators in organizing dissemination activities, ensure appropriate documentation of events, and liaise with the University Public Relations teams to ensure university-wide sharing of products and information from the College.
4. **Media engagement:** Plan, organize and direct an effective public information program
5. **Online publishing:** Be responsible for developing and/or updating content for the college website, oversee the production and timely posting of blogs from the College



and engage with relevant knowledge hub websites and online communities to promote the College work.

6. Sensitization of faculty on matters related to communication and public relations to enhance the communication culture at the College.
7. Monitoring and evaluation of communication activities.

Person Specifications

(i) Qualifications

1. Bachelor's degree in mass communication or equivalent
2. A postgraduate qualification in mass communication or Social Sciences or Health Promotion or journalism or related postgraduate degree from a reputable University.

(ii) Required Experience

1. Minimum of three (03) years relevant working experience as a communications officer or related position.
2. Previous experience with media and health communication programs will be an added advantage

(iii) Essential Skills/Competences

1. Excellent interpersonal and communication skills, written and verbal.
2. Ability to upload documents onto website as often as requested by the School.
3. Monitor media coverage of the school and advise on response where needed.
4. Effectively communicate on social media to keep the Colleges' visibility high.
5. Network with print and electronic media to get the best engagement output with them.
6. Ability to write annual reports for the College.
7. Ability to produce concise, informative and appropriate written documentation.

Application Procedure:

An application letter accompanied with detailed curriculum Vitae (signed), photocopies of Academic certificates/transcripts and two letters of recommendation should be addressed to the Principal, College of Health Sciences, Makerere University and hand deliver to;

The office of the Human Resources Manager

College of Health Sciences, Makerere University
Mulago Hospital Complex, Mulago Hill Road

Please provide a reliable 24-hour phone contact.

Application deadline; Tuesday 28th March, 2023 (5.00pm)

NB: Only shortlisted applicants will be contacted



Josephine Nalweyiso
HUMAN RESOURCES OFFICER

