

# Makerere

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# University

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## SCHOOL OF MEDICINE DEPARTMENT OF PAEDIATRICS & CHILD HEALTH

### JOB OPPORTUNITY PROJECT ADMINISTRATOR

Makerere University School of Medicine (Department of Paediatrics & Child Health) is the recipient of a training research grant from the National Institutes of Health (NIH), award number 1D43TWO12466-01. The research is entitled ***“Enhancing Research Capacity for Sickle Cell Disease and related NCDs across the lifespan in Uganda (Enrich Project)”***. The objective of the training grant is to enhance national capacity for high quality research and health systems development in SCD and related NCDs across the lifespan.

The specific aims of the grant are:

1. To develop multi-disciplinary teams of research scientists in SCD and related NCDs in Uganda
2. To strengthen SCD associated NCD research capacity across the lifespan.
3. To Strengthen local and regional partnerships for advancing SCD associated NCDs research training and advocacy.

The project seeks to recruit a **Project Administrator** to support the implementation of its activities. He/she will work under the overall supervision of the Project's Training

#### **Job Title: Project Administrator (1)**

#### **Duties.**

The Project Administrator will be responsible for the implementation of the project activities, including the following:

- I. Draft budgets for different activities according to the grant's agreement.
- II. Participate in the recruitment of Research Fellows and other Trainees
- III. Account for project monies as required by the sponsor
- IV. Track progress against targets and document trainee progress
- V. Other duties as assigned

#### **Qualifications and Desirable Qualities**

- i. Suitable applicants MUST possess a bachelor's degree in Administration, Business Administration, Social Sciences

- ii. At least 2 years of working experience in the administrative field or research/training projects.
- i. Written and oral English language proficiency required.
- ii. Ability to work independently, strong interpersonal communication and ability to work with diverse sectors.
- iii. Strong organizational and verbal and written communication skills.
- iv. Women applicants are encouraged to apply.

**Terms of Service:**

The appointment will be for a period of 12 months, renewable upon satisfactory performance.

**Work station**

The successful candidate will be stationed at the Department of Paediatrics & Child Health Offices, Mulago.

**How to apply**

Interested persons should submit their signed application letter, academic documents and updated curriculum vitae stating at least two referees to: [EnrichD43@gmail.com](mailto:EnrichD43@gmail.com) not later than 5:00PM on Friday 16<sup>th</sup> June 2023. The application should be addressed to the Principal Investigator, Enrich Project. School of Medicine Makerere University.

Please provide a reliable 24-hour phone contact.

Only short-listed candidates will be contacted for interviews.

**Deadline** for receipt of applications is **16<sup>th</sup> June 2023**