

**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.

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| 1. Job Title: | PHARMBIOTRAC Administrator (1 position) |
| Organization: | Mbarara University of Science and Technology |
| Duty Station: | Mbarara, Uganda |
| Remuneration: | Attractive Package |

Key Duties and Responsibilities:

- The day-to-day administration of the PHARMBIOTRAC secretariat;
- Develops the overall framework of the Monitoring and Evaluation activities of the center;
- Clarifies on the responsibilities of PHARMBIOTRAC personnel, monitors the work plan and the detailed budget for the Monitoring and Evaluation activities as set in implementation plan;
- Regularly review all planned PHARMBIOTRAC activities and suggest adjustments as necessary to the center leader;
- Guides and coordinates the review of programme log-frame including: providing technical advice for their vision of performance indicators, ensuring that realistic intermediate and end-of-programme targets are well defined, conducting baseline studies on monitoring and evaluation in the PHARMBIOTRAC programme, and identifying sources of data and collection methods, as well as resources needed and related cost;

- Effectively communicates, logistics and protocols, recording of minutes of meetings, scheduling activities and appointments at PHARMBIOTRAC;
- Prompting the various PHARMBIOTRAC programme chairs to launch their programs according to schedules, including other duties that may be assigned to them from time to time;
- Monitoring progress and reporting on activities from all project sites, including collaborating institutions; monitor inputs and outcomes of the center;
- Establishing an effective system for assessing the validity of monitoring and evaluation data through a review of activities/installations, completed monitoring forms/databases, and a review of aggregate level statistics reported;
- Prepare bi-monthly meetings of the executive committee as well as the bi-annual meetings of the steering committee of PHARMBIOTRAC;
- Perform any other duties from time to time as assigned by the center leadership.

Qualifications and Experience:

- Should hold a Master Degree in Business Administration and Management or Project Planning and Management or Social Sciences or Public Health;
- Having a postgraduate qualification in Project Monitoring and Evaluation is essential;
- Having a minimum of 5 years working experience in a busy M&E firm/ organization is essential;
- Previous work M&E firm/ organization should be properly registered either in Uganda or internationally and provide evidence of Tax clearance; and must belong to either national or international body. E.g. member of the Uganda Monitoring and Evaluation Association, etc;
- Excellent writing, reporting and interpersonal skills;
- Age range: 30-45 years.

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

Key Duties and Responsibilities:

- Prepares PHARMBIOTRAC project accounts;
- Administers and monitors the financial system in order to ensure that all sundry finances are maintained in an accurate and timely manner;
- Assists with preparation of PHARMBIOTRAC budget;
- preparing periodic reports that compare budget costs with actual costs;
- Implements financial policies and procedures in line with MUST policies and World Bank guidelines and procedures of financial management and reporting;
- Establishes and maintains cash control;
- Establishes, maintains and reconciles the general ledger;
- Monitors cash reserves and investments;
- Prepares and reconciles bank statements;
- Establishes and maintains supplier accounts;
- Processes supplier invoices;

- Maintains the purchase order system;
- Ensures data are properly entered into the accounting system/software at all times;
- Implements directives for payment on goods and services complying with the due process;
- Ensures that the transactions are properly recorded and entered into the computerized accounting system of MUST, e.g. CEMAS;
- Prepares revenue/income statements;
- Prepares balance sheets;
- Prepares monthly financial statements;
- Prepares quarterly and end of year reports, and reports on variances in line with World Bank guidelines and procedures of financial management and reporting;
- Assists with the annual audit;
- Follows directives at all times from PHARMBIOTRAC Center Leadership and Director Finance and Administration as well as from University Secretary.

Qualifications and Experience:

- Should hold a Master Degree in Accounting and Finance;
- Having full professional qualifications in Accounting like ACCA/CPA is essential;
- Having a minimum of 5 years working experience in a busy firm/ organization is essential; e.g. familiar with World Bank and Government Accounting guidelines and procedures of financial management and reporting.
- Computer literacy e.g. experience in use of Microsoft office applications i.e. word, excel, access and professional accounting packages is essential.

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;
- 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;
- Ability and willingness to learn World Bank and government accounting procedures;
- Excellent writing, reporting and interpersonal skills;
- Age range: 30-45 years.

3. Job Title: Procurement Assistant (1 position)
Organization: Mbarara University of Science and Technology
Duty station: Mbarara, Uganda
Remuneration: Attractive Package

Key duties and responsibilities:

- Plans, prioritizes, assigns and supervises procurement of goods and services for PHARMBIOTRAC as per the implementation plan in liaison with the center leadership;
- Reviews, analyses and recommends procurements to PHARMBIOTRAC management and MUST procurement unit after competitive bidding.
- Ensures compliance with PPDA and World Bank procurement guidelines and procedures;

- Follows up prompt payments to vendors/suppliers according to the approved purchase order agreements; punctual delivery of goods and services by the vendor/supplier; proper receipting and clearance of any materials, supplies, or equipment, and conducts negotiations of any returns or adjustments which may become necessary;
- Prepares a weekly procurement log for sharing with all staff with up-to-date status of the procurements;
- Prepares periodic procurement reports;

Qualifications and Experience:

- Should hold a degree in procurement and logistics from a duly recognized institution;
- Computer literacy with experience in use of Microsoft office packages like word, excel, and power point presentation, is a MUST;
- Having a Training in IT (e.g. Cisco, IT Essentials, etc) is an added advantage;
- Awareness of new technologies and implications of adopting the technologies;
- At least 3 years working experience in a relevant field with a busy firm/ organization is an added advantage; e.g. familiar with PPDA and World Bank procurement guidelines and procedures;
- The candidate should be mature, communicates effectively, self driven and able to work under pressure and tight deadlines;
- Age range: 30-40 years.

4. Job Title: PHARMBIOTRAC Administrative Assistant (1 position)
Organization: Mbarara University of Science and Technology
Duty Station: Mbarara, Uganda
Remuneration: Attractive Package

Key duties and responsibilities:

- Assists project administrator in day-to-day running of administrative activities at the PHARMBIOTRAC secretariat;
- Keeping records, operating machines for photocopying, duplicating, binding and filling documents;
- Collecting and delivering mails and other materials as required from and to the post office, government agencies and other institutions.
- Responsible for sorting, delivery and pick up of mails from various offices and other duty stations as required;
- Performs any other duties from time to time as assigned by the center leadership.

Qualifications and Experience:

- Should hold a Diploma in Business Administration;
- Qualification in Computer Applications is essential; e.g. ability to use Microsoft office applications such as word, excel, access and use of email for communication;
- Ability to operate office equipment/machines for e.g. photocopying, duplicating, binding and filling documents is essential;
- Having some previous working experience in a busy firm/ organization e.g. familiar with procedures of World Bank and result oriented organizations is an added advantage;

- Ability and willingness to learn World Bank and Government Project Management Procedure;
- Very well organized and able to work under pressure and tight deadlines;
- Excellent interpersonal relations and communication skills;
- Age range: 35-40 years.

5. Job Title: Cleaner (1 position)
Organization: Mbarara University of Science and Technology
Duty Station: Mbarara, Uganda

Key duties and responsibilities:

- Cleans, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc);
- Performing and documenting routine inspection and maintenance activities;
- Carrying out heavy cleaning tasks and special projects;
- Notifying management of occurring deficiencies or need for repairs;
- Make adjustments and minor repairs;
- Stock and maintain supply rooms;
- Cooperate with the rest of staff;
- Follow all health and safety regulations;
- Prepares and serves office tea to the PHARMBIOTRAC staff;

Qualifications and Experience:

- Should hold a Uganda Advanced Certificate of Education (UACE) or equivalent;
- Having some basic computer literacy e.g. use of email for communication is essential;
- Having some previous working experience in a busy firm/ organization is an added advantage;
- Excellent interpersonal relations;
- Able to communicate effectively with other project team members;
- Age range: 35-40 years.

6. Job Title: Laboratory Technologist (1 position)
Organization: Mbarara University of Science and Technology
Duty station: Mbarara, Uganda
Remuneration: Attractive Package

Key duties and responsibilities:

- To oversee the general smooth running of the laboratory but more specifically:
- Assists students and faculty to perform laboratory tests, analyses, experiments, etc;
- Preparing reagents, specimens and samples for analyses, practical, etc;
- Constructing, maintaining and operating standard laboratory equipment, following standard operating procedure (SOP);
- Ensuring the laboratory is well stocked and resourced at all times;
- Following and ensuring strict safety procedures and safety checks in the laboratory are adhered to;

- Produce periodic reports on performance and safety of the laboratory.

Qualifications and experience:

- Bachelor of Science degree in Laboratory Technology or Science Technology or Pharmaceutical Technology from a recognized institution;
- Master Degree in Molecular biology or biotechnology will be added advantage;
- At least 2 years work experience in a busy and accredited laboratory or industry;
- Good interpersonal skills , self-driven, faithful and trustworthy;
- Should be able to train in modern laboratory methods and handling of modern equipment including biotechnology appliances;
- Experience with experimental laboratory animals is an asset;
- Experience in working with medicinal and/ or aromatic plant extracts is an asset;
- Age range: 30-45 years.

7. Job Title: Driver (1 position)

Organization: Mbarara University of Science and Technology

Duty station: Mbarara, Uganda

Remuneration: Attractive Package

Key duties and responsibilities:

- Ensures provision of reliable and secure driving services by driving office vehicle for the transport of authorized personnel;
- Ensure timely conveyance of staff and materials to and from places as instructed by supervisor;
- Ensures delivery and collection of mail, documents and other related materials, goods and supplies securely to areas where they are needed under the authorization of the supervisor;
- Ensures cost-savings through proper use of vehicle, through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports;
- Ensures that vehicles are kept in perfect condition and clean at all times by washing both inside and outside parts of the vehicle;
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc;
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, and map of the city/country, first aid kit, and necessary spare parts;
- Recognize electrical and mechanical faults and report to the employer or technician;
- Report any instance of mishap or accident to the supervisor;
- Perform periodic maintenance on vehicles, such as charging batteries and motor oil as well as refueling at an appropriate time;
- Ensures that
- Reports any case of accident, injury or damage of vehicles to supervisor and ensuring that all immediate actions required by rules and regulations are taken;
- Keep all records including receipts for vehicle maintenance;

- Keep up a travel log to record areas travelled to, travel time, and work hours;
- Pay tolls and other fundamental vehicle demands;
- Constantly dress professionally in line with the organization's clothing regulation, and should have the capacity to relate well with associates and clients.

Job Competences: Essential Skills, Abilities, and Knowledge Required:

The applicant should:

- have experience: with capacity to carry out his/her obligations in an expert way;
- be a safety conscious person;
- be trained and skilled: ought to be a skilled driver and must have the necessary authorization to drive safely;
- have sufficient knowledge of traffic laws and regulations, and hold fast entirely to them;
- have physical strength: the work frequently includes loading and unloading of materials and equipment. So, the applicant must be strong enough to lift heavy loads frequently;
- have a clean driving record;
- be focused, confident, and observant person;
- have ability to work for long hours, at times during evenings and weekends performing out of station duties in the field;
- Excellent interpersonal skills and be a team player.

Qualifications and Experience:

- Minimum of Uganda Certificate of Education (UCE) with a pass in English language, but having Uganda Advanced Certificate of Education (UACE) is an added advantage;
- He/She must possess Valid Driver's license of at least 3 classes;
- Possess a Clean driving record;
- Certificate in Mechanics is an added advantage;
- At least 5 years work experience as a driver in a local or international organization with a safe driving record;
- Working knowledge of driving rules and regulations; protocol and courtesies is essential;
- Skills in minor vehicle repair is essential;
- Fluency in oral and written English;
- Elementary use of computers (e.g. email, internet, word processing, etc) is essential;
- Defensive driving/ off road driving and/or VIP driving course certificates are added advantage;
- Age range: 35-45 years.

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 should be sent to *The University Secretary, Mbarara University of Science and Technology, P.O. Box 1410, Mbarara, Uganda. Application Deadline: Friday, February 17, 2017.*