

MAKERERE UNIVERSITY
COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

JOB ADVERT

Project Administrator

The College of Humanities and Social Sciences (CHUSS) received a grant from the Andrew W. Mellon Foundation of New York to establish the CHUSS Centre of Excellence in Research, Teaching and Learning. To ensure proper running of the Centre, CHUSS seeks to contract services of a Project Administrator.

Duration: One-year renewable contract.

Job Description

The project administrator will oversee and perform administrative functions of the Centre and its associated projects. He/She will manage schedules, arrange assignments and communicate progress to Director and all team members.

Required Qualifications

- a) A Bachelor of Arts in the Humanities, Arts or Social Sciences from a recognizable University.
- b) A Master of Arts Degree in Humanities, Social Sciences or Education disciplines.
- c) Have at least five (5) year experience as a Project Administrator.

Skills Required

- a) Good communication skills
- b) Independent and self-driven
- c) Result oriented
- d) Working knowledge of Microsoft office packages
- e) Fluent in English language
- f) Good inter-personal skills
- g) Ability to work with different offices within the university in pursuing the project activities.

Duties and Responsibilities

The duties and responsibilities of the Project Administrator will include:

- i. Assisting the Directors in all administrative functions and processes;
- ii. Developing project plans, managing them and updating workflows from inception to completion;
- iii. Setting project timeframes;
- iv. Preparing, organizing, and distributing all necessary project materials;
- v. Organizing and implementing formulated policies and procedures;
- vi. Scheduling regular meetings and taking minutes;
- vii. Tracking expenses and updating budgets as the projects progress;
- viii. Communicating pertinent information between the Directors and other university staff;
- ix. Analyzing project data and producing progress reports;
- x. Serve as contact person for all Centre-related activities and the College at large;
- xi. Protect and promote the image of the College and MAK;
- xii. Perform any other job-related duties as assigned by the Directors.

Remuneration: A gross salary of USD 800 per month.

Interested individuals should submit their application letters along with Curriculum Vitae and copies of relevant academic credentials to the Office of Human Resources (Rm 32 Western Wing of the Former Arts Building) College of Humanities and Social Sciences, Makerere University Or by email to: principals@chuss.mak.ac.ug, by Thursday, 30th July, 2020.

Handwritten signature
15/7/2020