



UGANDA MANAGEMENT INSTITUTE

VACANCIES ANNOUNCEMENT

Uganda Management Institute (UMI) is a Management Development Institute with a Mission “to Excel in Developing Practical and Sustainable Administration, Leadership and Management Capacity”. It provides management training, consultancy and research services in response to the demands of the public, private, development partners, CSOs, the Institute offers high quality career development management courses at Certificate, Diploma, Postgraduate Diploma and Higher Degree Levels. The Institute’s activities are currently carried out at the main campus in Kampala and its Branches in Mbarara, Gulu and Mbale.

UMI shall host the 2nd International Conference on Governance and Public Service Delivery in Developing Economies between 22nd and 26th October 2019 under the theme “**Accountability, Public Service Delivery and Innovations**” as one of its major activities for the golden jubilee celebration(s).

In order to carry out its functions efficiently and effectively, the Institute seeks to recruit suitably qualified persons to fill the following positions;

1. RESEARCH FELLOW (1 Position on full time basis)

a. Reports to: Senior Research Fellow

b. Salary Scale: UM 4a

c. Main purpose of the job:

Promote and coordinate research goals and activities in the Institute

d. Key Result Areas:

- i. Staff research coordinated;
- ii. Research funds solicited; and
- iii. Staff publications increased;
- iv. Journal publication process coordinated
- v. Research clusters and writing circles coordinated
- vi. Use of research products promoted;
- vii. Public research debates and symposia managed
- viii. Institute research products and services marketed

e. Duties and Responsibilities

- i. Coordinate staff research, publications and research projects;
- ii. Co-ordinate staff research activities including research clusters and annual writing circles;
- iii. Organise local and international research conferences, workshops, seminars and symposia;
- iv. Coordinate publication of the Ugandan journal of Management and public Policy Studies;
- v. Take stock of staff publications, monitor and report adherence to research performance standards and guidelines;

- vi. Organise research capacity building programmes for staff;
- vii. Maintain the Institute Research Centre website and market products and services;
- viii. Develop and implement fundable research projects, disseminate and publish research products;
- ix. Manage the knowledge generated from research and consultancy projects and advise the Institute on further research;
- x. Increase research uptake by engaging and lobbying policy making and implementation stakeholders; and
- xi. Perform any other duties as may be assigned

f. Person Specifications:

- i. Bachelor's Degree (Hons) plus Master's Degree in Management related disciplines;
- ii. Two years of Research experience;
- iii. At least one (1) recognized publication in the area of specialization;
- iv. Proven teaching experience in area of specialisation and or research methodology course is a requirement;
- v. A proven experience of Graduate Students supervision will be an added advantage;
- vi. Well-developed interpersonal, organizational, fundraising and analytical skills; and
- vii. Should be proficient in MS office applications, data spread sheets and internet/email technologies

2. CONFERENCE COORDINATOR (1 Position on temporary terms)

- a. Reports to:** Chief of the Research Centre
- b. Salary Scale:** As per UMI policy for temporary staff
- c. Main Purpose:** To coordinate the organization and management of the International conference
- d. Duties and Responsibilities**
 - i. Manage the implementation of the Conference calendar, work plan and budget;
 - ii. Organize Central Organizing Committee and sub-committee meetings;
 - iii. Work with the marketing committee to effectively market the conference to internal and external audiences - websites, social media and any other channels of communication available;
 - iv. Work with the Financing Committee to mobilize funding for the conference from local and international partners;
 - v. Receive and manage the peer reviewing process of the abstract and papers from subscribers;

- vi. Maintain high level liaison with conference participants i.e. share information on necessary administrative procedures for attending the conference. Support the invitation processes, including tracking of responses and follow-up on confirmations;
- vii. Coordinate with communication team to ensure all supporting documents including save the dates, invitations, background paper and event outlines and agendas, booklets, press releases and webpage content are ready for distribution on time;
- viii. Manage the conference databases, papers, registration, and payments;
- ix. Coordinate procurement of the venue, conference kits and other services for the conference;
- x. Work with the security committee to organize and secure the conference venue;
- xi. Work with the rapporteur team to ensure effective documentation of the conference processes and proceedings;
- xii. Liaise with invited government and other conference partners to ensure their participation and commitment to the conference main and side events; and
- xiii. Perform other duties as may be required to make the conference a success.

e. Person Specifications:

- i. Bachelors (Hons) plus a Master's Degree in in one of the following fields: Social Sciences, Public Relations, Business/Public Administration and Management, Event Planning and Communications;
- ii. Previous experience in organizing and coordinating international conferences;
- iii. Excellent communication and networking skills including with people from other cultures and whose first language is not English;
- iv. Excellent managerial/organization skills and a solution-oriented attitude;
- v. A strong sense of client orientation and a strong drive for results;
- vi. Ability to work well independently and ability to work evening and weekends;
- vii. Good command of information and communication technology; and
- viii. Fluency in English both oral and written is required.
- ix. A one paged motivational statement will be required

3. REWARDS

As per UMI remuneration policy guidelines

4. MODE OF APPLICATION

Fill in the application form (found on the UMI website: - <http://umi.ac.ug>).

Attach a comprehensive CV, a one paged motivational statement, certified copies of transcripts and certificates, copies of relevant appointment letters.

Submit hard-copies to the address below not later than **3:00 pm. on Wednesday 31st October, 2018.**

NB: Please, refer to this *full job advert for duties and other details.*

**The Human Resource Manager
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