

# **MUNI UNIVERSITY**



## **EMPLOYMENT OPPORTUNITY (External Advertisement No. 2/2025)**

**April 2025**

## MUNI UNIVERSITY

Muni University is a public university established by the Government of Uganda under Statutory Instrument, 2013 No. 31, in accordance with the Universities & Other Tertiary Institutions Act 2006 as amended. Muni University campus is located in Arua District, 3Km South of Arua city in North-Western part of Uganda.

Muni University in collaboration with eight partners is implementing a youth skilling program entitled “**Refugee and Host Community Youth Empowerment and Transformation Initiative (RETI)**”, in partnership with the Mastercard Foundation. Muni University is the lead partner in the RETI consortium that comprises two other universities; Gulu University, Bishop Stuart University and six Non-Governmental Organizations; Finn Church Aid (FCA), DanChurchAid (DCA), Community Empowerment for Rural Development (CEFORD), PALM Corps, Meeting Point Kitgum (MPK) and Young African Refugees for Integral Development (YARID) contributing towards the Mastercard Foundation’s Young Africa Works Strategy.

The RETI program addresses unemployment challenges in 15 refugee hosting districts in West Nile, Northern and Southwestern regions of Uganda. In the West Nile region, RETI is being implemented in Adjumani, Arua, Koboko, Madi Okollo, Obongi, Terego and Yumbe Districts. In northern region, the program is implemented in Kiryandongo, Lamwo, and Gulu; while in south-western region RETI is implemented in Isingiro, Kikuube, Kyegegwa, Kamwenge, and Mbarara.

RETI is designed to strengthen the local capacity of the universities and their partners to become more responsive and innovative in supporting refugees and host community youth, and their communities. The goal of the program is to improve access to quality, innovation and relevant education and skills development for 100,000 refugees and host community youth and transition of 70,000 into dignified and fulfilling work by 2027.

Therefore, applications are invited from suitably qualified Ugandans of high competence to fill the position of **Program Assistant** in Muni University under this project. Typed application letters with supporting documents i.e. copies of academic, employment contracts/appointments and national ID should be delivered to the **Central Registry**- Muni University Main Campus or **liaison office** at the Lincoln flats -Makerere University to be received not later than **Monday, 30<sup>th</sup> April 2025**

The detailed job descriptions and the person specifications for the positions advertised can be viewed on the University web-site, [www.muni.ac.ug](http://www.muni.ac.ug) or as summarized below.

<b>Job reference:</b>	MU-RETI/PROJ/1.2/2025
<b>JOB TITLE:</b>	Project Assistant <b>(1 Post)</b>
<b>Responsible to:</b>	<b>Project Manager</b>
<b>Responsible for:</b>	<b>Nil</b>
<b>Terms of employment:</b>	<b>One year (1) contract renewable subject to satisfactory performance and availability of funds</b>
<b>Duty Station:</b>	Muni University, Arua City, Uganda

### **Purpose of Job:**

To implement, track Project activities and budget performance, and write field reports of the activities undertaken in the communities.

### **Key Functions:**

1. Identify potential partnership opportunities, markets with organizations aligned with the project's goals and objectives.
2. Represent Muni University in relevant district/settlement level working groups, inter-agency coordination meetings.
3. Work with subject matter experts to design and develop skilling curriculum and training materials tailored to the needs of young individuals and market demand.
4. In consultation with other program staff, develop strategies and procedures for beneficiary selection, screening, and selection, ensuring inclusivity and diversity.
5. Collaborate with other project staff and partners to develop detailed skill development plans that align with the needs and aspirations of the youth, and market demand in the region.
6. Conduct regular outreach activities, meetings, awareness and closely work with stakeholders through various engagements to identify training needs and to mobilize potential beneficiaries for the skilling and employment project.
7. Plan and organize skill training workshops, vocational training sessions, and other educational activities in coordination with project staff, stakeholders, artisans and local technical and vocation training institutions.
8. Provide mentorship and guidance to youth participants, offering support in setting goals, career planning, skills identification, interests, entrepreneurial aspirations and personal development.
9. Assist beneficiaries in developing business plans, market penetration, market research, product/ service branding, customer acquisition and feasibility studies for their proposed ventures.
10. Facilitate access to financial services, microcredit, and business development resources for beneficiary youth.
11. Collect and maintain accurate records of beneficiary profiles, progress, and achievements.
12. Monitor the progress and performance of the youth participants, providing feedback and assistance as needed to ensure their successful completion of the program.



13. Prepare reports on project activities, including success stories, document achievements, challenges, and lessons learned for project management and stakeholders.

**Person Specification**

- Should hold a Bachelor's degree in social sciences, or social work and social administration (SWASA), or community development, or Business Administration- marketing option, or Development Studies.
- Should have **at least 3 years** proven experience in community engagement or youth skills development
- Excellent communication and interpersonal skills, with the ability to engage and build relationships with diverse stakeholders, including youth, community leaders, and employers.
- Knowledge of the West Nile Region and its social, cultural, and economic context is highly desirable.
- Proficiency in English is required. Knowledge of local languages spoken in the West Nile Region, such as Lugbarati, Alur, or Madi, is an asset.
- Familiarity with work in refugee settlements, and refugee host-communities or disadvantaged places is an added advantage.
- Proficiency in Microsoft Office (Word, Excel and PowerPoint presentation) is required.

**Female candidates are encouraged to apply**

**All applications should be addressed to:**

**The University Secretary,**

Muni University,  
P. O. Box 725  
Arua City

An applicant who shall not formally receive communication from the University on completion of the selection exercise should consider him/herself unsuccessful

Muni University is an equal Opportunity Employer



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**Banya Emmanuel Natal**  
**University Secretary/Accounting Officer**