



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)

JOB VACANCIES (RE-ADVERTISED!)

The Pharm-Biotechnology and Traditional Medicine Centre (PHARMBIOTRAC) is one of the 24 Eastern and Southern Africa Higher Education Centres of Excellence (ACE II) Programs. PHARMBIOTRAC is established at Mbarara University of Science and Technology (MUST) since 2017, with the financial support from the World Bank. The Goal of PHARMBIOTRAC is "to build a critical mass of specialized and skilled human resource that can advance traditional medicine and pharm-biotechnology for socio-economic development of Africa."

The Vision is "to be a leading Africa Center of Excellence for training and research in traditional medicine and pharm-biotechnology."

The Mission is "to contribute to documentation, validation and value chain development of traditional medicine and nutraceutical products for use in pharmaceutical and nutraceutical industries in the region through training, research and community services for sustainable development".

The Specific Objectives include to:

- strengthen capacity in the region to train highly skilled and specialized professionals in traditional medicine and biopharmaceuticals
- strengthen capacity in the region to engage in cutting edge research in traditional medicine and systems biology for health products development
- create capacity in collaboration with private sector industry for development, production and commercialization of traditional medicines, biopharmaceuticals and nutraceuticals from research outputs
- advance the practices of traditional medicine in the region and promote domestication and sustainable utilization of medicinal species.

PHARMBIOTRAC has recently been awarded by the World Bank/Inter-University Council for East Africa (IUCEA) to host the Regional Incubation Center. The focus is "Strengthening incubation of traditional medicines and biopharmaceuticals at Mbarara University of Science and Technology Regional Center for Innovations and Technology Transfer." Specifically, the aim is to support innovators with ideas in traditional medicine to conceptualize, develop and test their products for commercialization.

PHARMBIOTRAC is therefore looking for self-motivated, dynamic and ethically upright individuals to fill the positions below based at its offices located at Kihumuro Campus, MUST.

1. Job Title: Business Development Specialist (01) (RE-ADVERTISED!)

Organization: Mbarara University of Science and Technology
Position: Contractual (24 months, renewable every 12 months based on performance)

Duty Station: Mbarara, Uganda
Remuneration: Attractive Package

Key Duties and Responsibilities:

- Assess financial projections and business plans of the Incubation center,
- Evaluate the business expansion needs and start-up for the incubation center,
- Contacting potential clients to establish rapport and arrange business meetings.
- Planning and overseeing new marketing initiatives.
- Researching organizations and individuals to find new opportunities.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Attending conferences, meetings, and industry events.
- Developing quotes and proposals for clients.
- Developing goals for the development team and business growth and ensuring they are met.
- Training personnel and helping team members develop their skills.
- Make recommendations to management regarding necessary changes to the incubation centre's policies that can affect how clients accept products,
- Track service outcome and delivery in the database prepared for each client,
- Record appropriately time expended on communication with client in the database for the particular client,
- Work together with customers and members of staff of the incubation center in promoting the centre's values and ethics,
- Get involved in all projects of the centre for the accomplishment of centers' strategies and goals,
- Get involved in meetings involving business technical team of the centre.

Qualifications and Experience:

- Should hold a master's degree in business administration, business management, marketing and other related fields of study.
- Should hold a bachelor's degree in business administration/ commerce/ Statistics/Pharmacy/pharmaceutical Sciences or related field,
- Having a minimum of 2 years working experience in fields relating directly to business coaching, business consulting, marketing, and financial analysis in a busy firm/ organization is essential.
- 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:

- Good understanding of general business procedures, including sales and marketing, operations, inbound logistics, Information Technology, human resources, and business financing
- Excellent understanding of tools for financial evaluation, such as the break-even points, cash flows, and ratios
- Good writing skills required for presentation and preparation of accurate oral and well written summaries of company's financial analysis
- Ability to operate computer programs related to financial analysis
- Ability to produce effective and clear communication, both written and verbal
- Should be very innovative and creative
- Ability to Multi-Task
- 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 procedures;
- Excellent writing, reporting and interpersonal skills;
- Age Range: 25-45 years.

2. Job Title: PHARMBIOTRAC Administrator (01) (RE-ADVERTISED!)

Organization: Mbarara University of Science and Technology
Position: Contractual (24 months, renewable every 12 months based on performance)

Duty Station: Mbarara, Uganda
Remuneration: Attractive Package

Key Duties and Responsibilities:

- The day-to-day administration of the PHARMBIOTRAC secretariat;
- Develop an overall framework of the Monitoring and Evaluation activities of the center;
- Establish the Project monitoring and evaluation system;
- Ensure that the M&E databases are routinely and systematically updated;
- Managing and implementing a performance-based monitoring system to ensure that Project targets are met;
- Ensure that Standard Operating Procedures (SOP's) and guidelines regarding M&E are developed and updated where necessary;
- Ensure timely preparation of periodic internal and external progress reports for dissemination to stakeholders to keep

- them abreast about project implementation progress.
- Review, monitor and analyse reports for impact evaluation.
- Lead regular performance reviews processes to ensure timely completion of major deliverables, regular periodic analysis of data to identify and communicate lessons-learned, and regular periodic presentation of data and analyses to project management team;
- 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;
- 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's Degree in Business Administration and Management or Project Planning and Management or Statistics or Monitoring and Evaluation or Project Planning or Development Economics or Social Sciences or Public Health or Administration and Planning and/or Management Sciences;
- Having a postgraduate qualification (certificate or diploma) in Project Monitoring and Evaluation is essential;
- Having a minimum of 2 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;

The candidate should have proven experience in the design of M&E systems and approaches and should be knowledgeable in M&E analytical tools,

- Demonstrate knowledge of the HMIS/DHIS2
- At least 1 years of experience in M&E methods and approaches, including designing, planning and implementing M&E systems, analysing and reporting,
- Age range: 25-45 years.

Other requirements / skills

- Strong analytical, planning and organizational skills
- Excellent interpersonal skills, communication skills, both oral and written.
- Ability to work under minimum supervision and meet strict deadlines.
- Demonstrated integrity and confidentiality in handling public matters/resources.
- Familiarity with government systems and procedures.
- Familiarity with World Bank/ related multi-lateral or bilateral agencies systems and procedures.
- Computer knowledge and skills in M&E software packages / platforms, MS Office.

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 supporting your application.

Submit your application per email (as a single pdf file) or hard copy to: **The University Secretary, Mbarara University of Science and Technology, P.O. Box 1410, Mbarara, Uganda.**

Application Deadline: **Monday, January 11, 2021.**
Emails: us@must.ac.ug

And copy to:
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