

Position: Project Associate

Position Category: Project support hire

Posting Date: 09/08/2018

Deadline Date: 16/08/2018

Description

MUCHAP, a research and research training platform of Makerere University, is recruiting for an entry-level Project Associate position. This position provides support for a variety of public health projects. This position includes extensive opportunities for exposure to a wide-range of public health issues, programs, organizations, and state agencies through trainings, conferences, and direct work experiences.

RESPONSIBILITIES

- Providing support to specific projects; tasks include, but are not limited to: research design, data analysis and visualization, report writing and editing, meeting support (including note taking), social media management, health communications-related design, and web and literature-based research
- Interfacing directly with clients regarding a range of topics - from scheduling meetings to presenting work products
- Providing support and coordination around new project development
- Coordinating logistics for meetings and trainings
- Providing accounting and basic technological support
- General administrative/support tasks including, but not limited to: ordering supplies, copying, binding, drafting documents, technical troubleshooting, and general office coverage
- Other tasks as assigned

QUALIFICATIONS

- Bachelor's Degree in relevant field
- Strong organizational skills and attention to detail
- Must be flexible and able to manage multiple deadlines / projects simultaneously
- Must be able to work independently as well as part of a team
- Demonstrated interest in learning about public health and drug safety issues
- Excellent writing, editing, communication, and critical thinking skills
- Strong computer and web skills required, including Microsoft office (Word, Excel, Powerpoint), and ability to learn new programs and technologies
- Preferred experience/interest in social media strategy and implementation
- Preferred experience/interest in web-based content management
- Preferred experience/interest in data analysis and visualization in STATA or R (and/or advanced Excel skills)
- Preferred experience/interest in research design and/or database development (Access, EPIDATA etc .)
- Familiarity with basic accounting and budgeting

Salary commensurate with experience.

Interested candidates should submit their resumes and cover letters to info@muchap.org and copy to dan.kajungu@gmail.com by 16/08/2018.

No phone calls please.