EMPLOYMENT OPPORTUNITY
(External Advertisement No. 4/2025)

October 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.

Three universities; Muni University, Gulu University and Bishop Stuart University, in collaboration with six Non-Governmental Organisations; Finn Church Aid (FCA), Dan Church Aid (DCA), Community Empowerment for Rural Development (CEFORD), PALM Corps, Meeting Point Kitgum (MPK), and Young African Refugees for Integral Development (YARID) are implementing a youth skilling program under **"Refugee and Host Community Youth Empowerment and Transformation Initiative (RETI)"**. The program contributes towards the Young Africa Work Strategy, a program under the Mastercard Foundation.

The RETI program is being implemented in 15 refugee hosting districts in Southwestern, Northern, and West Nile regions of Uganda. In the West Nile region where Muni University is located, the districts in which RETI is being implemented include; Adjumani, Arua, Koboko, Madi Okollo, Obongi, Terego and Yumbe. The three districts in the northern region include; Kiryandongo, Lamwo, and Gulu; and the five districts in south-western Uganda include; Isingiro, Kikuube, Kyegegwa, Kamwenge, and Mbarara.

The RETI Program seeks to address challenges which refugee and host community youth face including: lack of access to market relevant skills, funding, services, products, and market constraints. The purpose of the program is 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, innovative and relevant education and skills development for 100,000 refugee and host community youth and transition of 70,000 into dignified and fulfilling work by 2027.

Applications are therefore invited from suitably qualified Ugandans of high competence and integrity to fill the following positons below in Muni University under this program. Typed application letters with supporting documents i.e. copies of academic, employment contracts/appointments and national ID) should be submitted to the **Central Registry**- Muni University Main Campus or **liaison office, Lincoln Flats, Makerere University,** Kampala, to be received not later than **Friday 17th October 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 or as summarized below.

VACANT POSITIONS AT RETI – PROJECT, MUNI UNIVERSITY

NO	POSITION	REFERENCE	NO VACANCIES	STATUS
1.	Monitoring and Evaluation Assistant	MU/PROJ/1.4/2025	1	NEW
2.	Gender and Safeguarding Assistant	MU/PROJ/2.4/2025	1	NEW
3.	Senior Finance Officer	MU/PROJ/3.4/2025	1	NEW

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UNIVERSITY SECRETARY/ACCOUNTING OFFICER

Job reference:	MU-RETI/PROJ/1.4/2025
JOB TITLE:	**Monitoring and Evaluation Assistant (1post)**
Responsible to:	**Project Manager**
Responsible for:	**Nil**
Contract Duration:	**The contract duration is two (2) years however, the contracts shall be issued annually, and renewable subject** to satisfactory performance, conduct and availability of funding.
Duty Station:	**Madi Okollo District, Uganda**

Purpose of Job:

To implement, track MEL activities, with evidence-based reporting and adaptive management.

The incumbent will be working directly with the MEL Specialist at the RETI Program Management Unit (PMU) who will provide technical guidance on the function.

Key Functions:

1) Support M&E System Development
- Assist in the development and implementation of the M&E framework for the RETI program.
- Ensure that the M&E system is aligned with the program's objectives and donor requirements.
2) Data Collection and Management
- Collect, manage, and analyse data related to program indicators, outputs, and outcomes.
- Manage and organize all M&E documents, databases, and files (both hard and soft copies).
- Clean and validate data regularly to ensure integrity, accuracy and reliability for reporting.
- Perform data entry into the program digital MEL system.
3) Conduct spot checks, field monitoring, and troubleshooting during data collection, c) Reporting
- Prepare regular periodic progress reports, including monthly, quarterly and annual reports, highlighting program achievements, challenges, and lessons learned.
- In collaboration with the project manager and communication officer develop reports and other communication materials.
4) Monitoring and Evaluation
- Conduct regular monitoring visits to project sites to assess progress and identify challenges.
- Develop and disseminate monitoring reports to the project stakeholders
- Coordinate joint monitoring and support visits
- Document best practices and areas for improvement.
5) Evaluation Support
- Support the design and implementation of evaluations, including baseline, mid-term, and end-line evaluations.

- Ensure that evaluation findings are disseminated and used to inform program improvements.
6) Capacity Building
- Provide training and support to program staff, interns, enumerators on M&E tools, systems, and best practices.
- Build the capacity of local stakeholders to collect, analyse, and use data for decision-making.
7) Collaboration and Coordination
- Work closely with program staff, partners, and stakeholders to ensure that M&E activities are well-coordinated and aligned with program goals.
- Perform any other duties assigned by the supervisor

Key Outputs /deliverables
1. Project Monitoring and Evaluation tracking template developed and regularly updated.
2. A results-based matrix to track project activities, outputs and outcomes developed and regularly updated.
3. MEAL toolkits with data collection instruments (for sentinel surveys, household surveys, community interviews, Key Informants, FGDs) to be used by stakeholders designed
4. Project dashboards/digital MEL system to provide information for decision making regularly updated.
5. The preparation of project profiles, concept notes and full-fledged project documents championed.
6. periodic monitoring and progress report for the project – Annual Report and other ad-hoc reports as requested by resource partner prepared.
7. Projects impact stories, success stories and lessons learned collected and shared with the communication officer

Person Specification
1. Should hold a Bachelor's degree in Social Science or Development Studies or Economics, or Statistics, or Mathematics.
2. A Diploma or PGD in monitoring and evaluation from a reputable institution is a must.
3. A minimum of one year of relevant experience working in monitoring, evaluation, and/or information and knowledge management systems with a credible organization.
4. Hands-on experience in electronic data collection using platforms like KOBO Toolbox, ODK, or CommCare is an added advantage.
5. Should have a valid riding permit and ability to ride a motorcycle
6. Ability to work independently, with initiative and minimal supervision
7. Good knowledge of common administrative and financial rules and regulations.
8. Good knowledge of communication and documentation standards.
9. Ability to identify and recommend remedial measures to address problems in systems design or implementation.
10. Experience with youth-focused projects, education, vocational training, or livelihood programs will be an added advantage.

Job reference:	MU-RETI/PROJ/2.4/2025
JOB TITLE:	**Gender and Safeguarding Assistant (1post)**
Responsible to:	**Project Manager**
Responsible for:	**Nil**
Contract Duration:	**The contract duration is two (2) years however, the contracts shall be issued annually, and renewable subject** to satisfactory performance, conduct and availability of funding.
Duty Station:	Muni University, Arua City, Uganda

Purpose of Job

To plan, schedule, and implement gender, safeguarding and inclusion activities during the project.

The assistant should be technically supervised by the gender and safeguarding specialist but working directly with the project staff and community-based facilitators, to create a safe environment free from harassment, exploitation, abuse, and discrimination.

Gender and Safeguarding Assistant

1) Gender Mainstreaming
   - Provide technical support on gender mainstreaming and ensure that gender considerations are integrated into all aspects of the program.
     b) In collaboration with the Gender specialist, conduct gender analysis and develop strategies to promote gender equality.
2) Safeguarding
   - Contribute to the development and implementation of Muni University safeguarding policy and RETI program policies and procedures to ensure the safety and well-being of program participants.
3) Capacity Building
   - Build the capacity of program staff, Artisans on gender and safeguarding issues.
   - Provide technical support and guidance on gender and safeguarding best practices.
4) Risk Management
   - Identify and mitigate risks related to gender and safeguarding within the program.
   - Develop and implement risk management plans to ensure the safety and well-being of program participants.
5) Reporting and Documentation
   - Prepare reports and documentation on gender and safeguarding issues within the program.
   - Review project reports to ensure that gender and safeguarding considerations are integrated into program reports and documentation.
6) Collaboration and Coordination

- Work closely with program staff, partners, and stakeholders to ensure that gender and safeguarding considerations are integrated into all aspects of the program.
- Facilitate collaboration and coordination between different departments and units within Muni University.

Outputs

1) Gender and safeguarding integrated in all project data collection and reporting templates
2) Gender analysis conducted and report disseminated to stakeholders.
3) Training and support conducted for project staff, artisans, interns and enumerators.
4) Risk register developed, regularly updated and used during activity planning and reporting.
5) Monitoring and evaluation of all gender dynamics through integration and adoption during the implementation of activities done.
6) Leadership on the development and dissemination of Gender, child safe guarding best practices and Stakeholder Satisfaction through adequate documentation and exchange of information with all partners provided.
7) Safeguarding issues addressed in the activity planning, implementation and regular report update Supported and followed-up.
8) safe programming practices incorporated in all program documents ad reports.
9) Capacity building training on gender integration and gender monitoring and evaluation, technical approaches, child safeguarding, and Protection from Sexual Exploitation and Abuse (PSEA) for Field staff, the Management, local partners and stakeholders to enhance quality implementation of the activities coordinated & conducted.
10) Participation in investigation of challenges within gender & safeguarding activities and support audit process on child safeguarding done.
11) Data Management, periodic report production. Risk assessment of projects, supporting sustainability approaches of the project and share the learning both in humanitarian response and development programs done.

Person specifications

1) Should possess bachelor's degree in Gender studies, or social sciences, or Development Studies, or Social Works and Social Administration.
2) Additional training in Gender, and Safeguarding is highly desirable.
3) Must possess a minimum of one year's experience within the area of gender and inclusivity preferably in a humanitarian setting.
4) Excellent interpersonal skills, ability to organize and motivate others, and to work in a multi-cultural environment
5) In-depth understanding of skilling in the discipline Gender with young people.
6) Excellent drafting and reporting skills; communication and negotiating skills; and planning and organizational skills
7) Well versed with Excel, Word, PowerPoint, email applications
8) Proven ability to manage projects and deliver results within tight timelines and budgets

9) Experience working with international partners.
10) Having worked with a Refugee and host community is an added advantage.

Reference:	MU-RETI/PROJ/3.4/2025
JOB TITLE:	**Senior Finance Officer**
Responsible to:	Finance Manager -RETI
Responsible for:	N/A
Work status:	Full time
Contract Duration:	**The contract duration is two (2) years however, the contracts shall be issued annually, and renewable subject** to satisfactory performance, conduct and availability of funding.
Duty Station:	Muni University, Arua City, Uganda

Purpose of the Job

Ensuring financial management, reporting, and capacity strengthening activities for partner organizations. The role focuses on ensuring accurate, timely, and compliant financial reporting, providing training on advanced donor reporting, strengthening partner financial capacities, and maintaining high-quality financial documentation. The officer will engage with stakeholders to improve financial accountability, provide actionable recommendations, and support continuous process improvements.

Key Responsibilities

1. Capacity Strengthening:
a) Maintain and update partner capacity trackers, integrating digital systems (QuickBooks, Odoo) and compliance checklists.
b) Document and disseminate best practices and lessons learned from partner financial management and digital adoption.
c) Conduct refresher trainings and organize peer-learning clinics for partners on financial reporting, compliance, and audit readiness.
d) Review partner financial and procurement practices, identify policy gaps, and prepare structured recommendations for the partners.
e) Track and monitor resolution of previously raised gaps in partner submissions.
f) Facilitate quarterly stakeholder review meetings, presenting findings on partner accountability and linking financial performance to program impact.

2. Financial Reporting:
a) Monitor timeliness and quality of partner report submissions and maintain accurate tracking.
b) Conduct checklist-based verification of supporting documents and reconciliations.

c) Conduct joint financial review sessions with partners to resolve queries and ensure compliance.
d) Provide coaching to underperforming partners on financial documentation standards.
e) Introduce and manage a monthly reporting dashboard consolidating submissions, checklist usage, and quality ratings.

3. Quality Assurance and Review:
a) Conduct verification of partner reports against supporting documentation each quarter.
b) Maintain structured working papers capturing findings, reconciliations, and follow-up actions.
c) Share working papers with partners as official feedback to guide improvements.
d) Implement and manage a quality scoring system assessing timeliness, completeness, and documentation accuracy.

4. Continuous Improvement and Feedback:
a) Develop a structured feedback mechanism linking partner performance to technical assistance plans.
b) Document recurring financial reporting issues and disseminate lessons learned.
c) Maintain a continuous improvement log and ensure quarterly updates and year-end consolidation of lessons learned.

Person Specifications
1. Should possess Bachelors' degree in Finance and Accounting, or Bachelor of Commerce (Accounting Option) or Business Administration (Accounting Option).
2. Master's degree will be an added advantage.
3. Should be a member of CPA or ACCA in good standing.
4. Must have a minimum of 4 years of experience in financial management, budgeting, and reporting gained from an NGO.
5. Demonstrated experience in training finance teams.
6. Knowledge of accounting software, such as QuickBooks and Odoo.
7. Strong analytical, organizational, and problem-solving skills.
8. Excellent communication skills with ability to engage stakeholders and present financial insights effectively.
9. Working experience of donor-funded projects is mandatory.
10. Proficiency in any accounting software and Excel is required.
11. Should have strong leadership, interpersonal and communication skill with a track record of managing large budgets.
12. Should have experience and knowledge of government and donor funding policies and procedures.
13. Strong analytical skills and attention to detail.
14. Demonstrated ability to work with diverse teams and stakeholders.
15. Knowledge of financial regulations, compliance, and audit processes.
16. Familiarity with Ugandan financial and tax regulations.
17. Ability to work effectively in a fast-paced and dynamic environment.
18. Ability to manage multiple priorities and meet deadlines.

Female candidates are encouraged to apply.

Apply to: University Secretary,
              Muni University, Muni Hill
              P.O.BOX 725, Arua City

Muni University is an equal opportunity employer.
This recruitment process is free of charge.

The University has zero tolerance to any form of corruption, harassment or abuse. Report such cases to 0800300304 toll free, or email; reti_complaints@muni.ac.ug