EMPLOYMENT OPPORTUNITY
(External Re-Advertisement No.5/2025)

NOVEMBER, 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 positon of **Monitoring and Evaluation Assistant** 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 12th December 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.

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UNIVERSITY SECRETARY/ACCOUNTING OFFICER

MUNI UNVERSITY
P.O BOX 725, ARUA

03 DEC 2025

OFFICE OF THE
UNIVERSITY SECRETARY

Job reference:	MU-RETI/PROJ/1.5/2025
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 either Arts, or Social Sciences, or Education, or Information Technology, or Business Administration, or Computer 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. Ability to work independently, with initiative and minimal supervision.
6. Good knowledge of common administrative and financial rules and regulations.
7. Good knowledge of communication and documentation standards.
8. Ability to identify and recommend remedial measures to address problems in systems design or implementation.
9. Experience with youth-focused projects, education, vocational training, or livelihood programs will be an added advantage.

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