



In Partnership with



**EMPLOYMENT OPPORTUNITY
(External Advertisement No. 1/2026)**

March, 2026

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 2001 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 positions 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 Monday, **16th March 2026**

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 of Vacancies	Status
1.	Senior Finance Officer	MU/PROJ/1.1/2026	01	Re- Advert
2.	Communication Officer	MU/PROJ/1.2/2026	01	New
3.	Program Assistant	MU/PROJ/1.3/2026	01	New



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UNIVERSITY SECRETARY/ACCOUNTING OFFICER

Job reference:	MU/RETI/PROJ/1.1/2026
Job Title:	Senior Finance Officer
Responsible to:	Finance Manager -RETI
Responsible for:	N/A
Work status:	Full-time
Terms of employment:	The contract duration is two (2) years; however, the contracts shall be issued annually, and renewable subject to satisfactory performance, conduct, and availability of funds
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 in advanced donor reporting, strengthening partners' financial capacity, and maintaining high-quality financial documentation. This is a partner-facing assurance and capacity-strengthening role rather than a transactional accounting position. The role emphasizes financial review, compliance assurance, partner coaching, and continuous improvement. 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 review 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 a Bachelor's degree in Finance, or Accounting and Finance, or Bachelor of Commerce (Accounting Option), or Business Administration (Accounting Option).
2. A master's degree will be an added advantage.
3. Should be a member of CPA or ACCA in good standing.
4. Minimum of four (4) years' experience in financial management, grants compliance, financial review, or internal audit within an NGO or donor-funded programme environment.
5. Background in internal audit, grants assurance, or compliance review will be a strong advantage.
6. Demonstrated experience in training finance teams.
7. Knowledge of accounting software, such as QuickBooks and Odoo.
8. Strong analytical, organizational, and problem-solving skills.
9. Excellent communication skills with ability to engage stakeholders and present financial insights effectively.
10. Demonstrated experience working on donor-funded projects and complying with donor financial and reporting requirements is mandatory.

Skills and Competence:

11. Proficiency in any accounting software and Excel is required.
12. Should have strong leadership, interpersonal, and communication skills with a track record of managing large budgets.
13. Should have experience and knowledge of government and donor funding policies and procedures.
14. Strong analytical skills and attention to detail.
15. Demonstrated ability to work with diverse teams and stakeholders.
16. Knowledge of financial regulations, compliance, and audit processes.
17. Familiarity with Ugandan financial and tax regulations.
18. Ability to work effectively in a fast-paced and dynamic environment.
19. Ability to manage multiple priorities and meet deadlines.

Job reference:	MU-RETI/PROJ/1.2/2026
Job Title:	Communication Officer (1 Post)
Responsible to:	Program Manager
Responsible for:	RETI Communication staff
Terms of employment:	The contract duration is two (2) years; however, the contracts shall be issued annually, and renewable subject to satisfactory performance, conduct, and availability of funds.
Duty Station:	Muni University, Arua City, Uganda

Purpose of the Job

Responsible for supporting the collection, packaging and promoting evidence generated from RETI program through internal and external channels and platforms. Will play a critical role in shaping how the RETI impact journey is shared.

Key Functions

1. Strategic oversight

- 1.1 Develop, review and implement RETI communication strategy.
- 1.2 Develop and facilitate adoption of innovative communications tools/methods among consortium partners.
- 1.3 Build and provide support to program teams around effective internal and external communication as required including resolving issues/crisis
- 1.4 Develop mechanisms, systems and tools that ensure messaging is consistent across all media, fora and consortium partners.

1.5 Support with capacity building of consortium partners through delivering digital/interactive communication trainings.

1.6 Engage with key stakeholders including new partnerships and outreach, especially targeting women and young people

1.7 Liaise with the Communication and Public Relations Unit at the University to update the media platforms with timeous and accurate information about the Program Activities.

2. Monitoring, Evaluation and Learning (MEL)

2.1 Track engagement metrics and translate program data into impact stories to ensures communication is evidence based and supports reporting.

3. Branding and Donor Visibility

3.1 Apply correct partner logos and messaging across all outputs so as to promote consistency and accountability with partners.

4. Knowledge Management

4.1 Maintain a repository of reports, stories, and multimedia content that supports learning and information sharing across partners.

5. Multimedia Content Production

5.1 Produce videos, photography, case studies, and feature stories to enhance visibility and storytelling for impact.

6. Media Relations (Local and International)

6.1 Build relationships with local and international media and coordinate coverage to expand visibility and credibility of the program.

7. Advocacy Communication

7.1 Develop content targeting policy makers and stakeholders to support and influence program impact.

7.2 Synthesize and share findings and insights from RETI with key decision makers including both internal and external stakeholders.

8. Crisis Communication

8.1 Support the program team to mitigate and manage risks and crises including responding to inquiries in a timely manner, developing FAQs on program initiatives, monitoring and reporting on media coverage and public sentiments, and liaising with internal and external stakeholders to gather feedback on the program.

9. Social Media Management Skills

9.1 Manage campaigns, analyze engagement, and use tools such as Hoot suite, Buffer, Meta Business Suite, Google Analytics, Canvas, Adobe Creative Suite, and CapCut for youth engagement and digital visibility.

9.2 Develop and manage the program social media channels and webpage, including drafting posts, identifying stories, data analysis, and managing an editorial calendar.

10. Performance Reporting

10.1 Produce regular communication performance reports, bulletins, and dashboards to support decision making and accountability. Strategically manage the program's interactions with the media to enhance its reputation, visibility, and impact including through managing media inquiries and arranging interviews, issuing statements and sharing information.

10.2 Publish articles, multimedia stories, campaigns, or reports with identifiable authorship to enables objective assessment of practical skills, authenticity, and professional experience.

Person Specifications

1. Bachelor's degree in Mass Communication, or a degree in humanities or social sciences but with a diploma in journalism or media studies.
2. A master's degree in above fields is an added advantage.
3. Should possess graphical skills.
4. Should have a minimum of five (5) years' experience in development communication, impact communication or science communication
5. Should submit a minimum of three (3) pieces of professional work associated with his or her profile.
6. Should possess a good understanding of multi-partner programming and ability to effectively engage with different stakeholders through tailored communication strategies.
7. Good leadership, communication and inter-personal skills.
8. Demonstrate abilities to use Hoot suite, Buffer, Meta Business Suite, Google Analytics, Canvas, Adobe Creative Suite, and CapCut for youth engagement and digital visibility.
9. High level of integrity.

Job reference:	MU-RETI/PROJ/1.2/2025
Job Title:	Program Assistants (1 Post)
Responsible to:	Project Manager
Responsible for:	Nil
Terms of employment:	full project Contract period is two (2) years however, contracts to candidates who merit shall be issued as One (1) year Contract renewed annually subject to satisfactory performance and conduct
Duty Station:	Muni University, Arua City, Uganda

Purpose of Job:

To implement, track Project activities, track budgets performance, write field reports 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, 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.

Key outputs

1. Potential partnership opportunities, markets with organizations aligned with the project's goals and objectives identified.
2. Representation of Muni University in relevant district/settlement level working groups, inter-agency coordination meetings done.
3. Working with subject matter experts to design and develop skilling curriculum and training materials tailored to the needs of young individuals and market demand done.
4. Strategies and procedures for beneficiary selection, screening, and selection, ensuring inclusivity and diversity developed.
5. Collaboration 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 done.
6. 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 conducted.
7. Skill training workshops, vocational training sessions, and other educational activities in coordination with project staff, stakeholders, and local technical and vocation training institutions Planned and organized.
8. Mentorship and guidance to youth participants, offering support in setting goals, career planning, skills identification, interests entrepreneurial aspirations and personal development provided.
9. Assistance to beneficiaries in developing business plans, market penetration, market research, product/ service branding, customer acquisition and feasibility studies for their proposed ventures provided.
10. Facilitation of access to financial services, microcredit, and business development resources for beneficiary youth done.
11. Accurate records of beneficiary profiles, progress, and achievements maintained.

12. Progress and performance of the youth participants, providing feedback and assistance as needed to ensure their successful completion of the program Monitored.

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

Person Specification

1. Bachelor's degree in Social Sciences, Social Work and Social Administration (SWASA), Community Development, Business Administration- Marketing option, Development Studies, and Public Administration.
2. At least 5 years proven experience in community engagement, youth development, or related fields.
3. Must possess a valid riding permit and demonstrate ability to a ride a motorcycle.
4. Excellent communication and interpersonal skills, with the ability to engage and build relationships with diverse stakeholders, including youth, community leaders, and employers.
5. Knowledge of the West Nile Region and its social, cultural, and economic context is highly desirable.
6. Knowledge of the West Nile Region and its social, cultural, and economic context is an added advantage
7. Proficiency in English is required. Knowledge of local languages spoken in the West Nile Region, such as Lugbarati, Alur, or Madi, is an asset.
8. Familiarity with work in refugee settlements, and refugee host-communities or disadvantaged places is an added
9. advantage.
10. Proficiency in Microsoft Office (Word, Excel and PowerPoint presentation) is required.

Apply to: The University Secretary, Muni University, Muni Hill, P.O.BOX 725, Arua City. Female candidates are encouraged to apply. Muni University is an equal opportunity employer