

Dated: 17th July 2025

JOB ADVERT

Applications are invited from suitably qualified and experienced persons to fill the vacancies below at Clarke International University (CIU).

About Clarke International University (CIU)

Clarke International University (CIU), formerly known as International Health Sciences University (IHSU), is a fully **Chartered** private university in Uganda. Established in 2005 by Dr. Ian Clarke, CIU was founded with a mission to enhance the training of human resources for health and to contribute meaningfully to national and regional development.

Today, CIU is recognized as one of Uganda's leading institutions of higher learning, offering a broad range of programs through its four academic units: the Institute of Public Health & Management, Institute of Allied Health Sciences, School of Nursing and Midwifery, and the School of Business and Applied Technology. These faculties deliver health, business, and applied technology courses designed to meet the evolving needs of society.

CIU's vision is *"A values-based university that inspires leadership, critical thinking, innovation, and outstanding academic training that transforms communities."*

Its mission is *"To prepare students for global leadership and to be catalysts for transformation."*

The university seeks to fill the following position/s.

1. Job Title: HUMAN RESOURCES OFFICER (FULLTIME)

Reporting to: THE HUMAN RESOURCES & ADMINISTRATION MANAGER

JOB SUMMARY

The Human Resource Officer will play a key role in supporting the implementation of effective HR strategies, policies, and practices that promote a high-performance, employee-centered culture. The role focuses on fostering empowerment, productivity, professional excellence, and employee well-being within a safe and compliant work environment. The successful candidate will ensure adherence to both national and international labor laws and employment standards while contributing to the overall strategic goals of the organization.

SUMMARY OF KEY DUTIES AND RESPONSIBILITIES:

1. Generate and analyze HR data to produce actionable insights that inform strategic business decisions in line with the University's plans.
2. Support the end-to-end recruitment and selection process, including posting vacancy notices, receiving and shortlisting applications, verifying candidate documentation and references, and coordinating final appointments.
3. Oversee onboarding and offboarding processes in compliance with statutory requirements and University HR policies—this includes conducting staff inductions, managing placements, updating the HRIS, and facilitating exit interviews among others.
4. Support the planning and execution of talent acquisition strategies by reviewing departmental staffing needs and aligning recruitment efforts with the University's strategic goals.

5. Ensure timely and accurate processing of staff remuneration, including salaries, statutory remittances (PAYE, NSSF, LST), overtime, terminal benefits, and related allowances, in accordance with HR policies.
6. Manage staff medical insurance processes, including receiving applications, issuing medical cards, and regularly reviewing and reconciling beneficiary lists and insurance premiums.
7. Coordinate and implement HR projects and wellness initiatives, such as physical fitness sessions, team buildings, sports galas, Staff sensitization campaigns, and other employee engagement activities.
8. Provide guidance to Heads of Departments and staff on HR matters, ensuring alignment with University policies, employment laws, and best practices.
9. Support the design and implementation of employee relations programs to foster a positive and productive work environment.
10. Develop and monitor the departmental operational plan, ensuring alignment with the HR strategy and broader institutional goals.
11. Identify training needs and support the execution of learning and development initiatives aimed at enhancing employee performance and career growth.
12. Undertake any other duties as may be assigned from time to time by the Line Manager.

REQUIRED QUALIFICATIONS / PERSON SPECIFICATIONS:

- + **Qualifications;** - Bachelor's Degree: in Human Resources Management, Organizational Psychology, Business Administration and / or related field.
- + **Experience:** At least two (02) years' work experience in Human Resources.

PERSON SPECIFICATIONS

Essential:

- + A good understanding of relevant national and international labor laws.
- + Ability to display and adhere to a code of absolute confidentiality.
- + Ability to work independently with a high level of self-motivation.
- + Excellent organizational, interpersonal, and presentation skills.
- + An analytical, problem-solving and creative work approach.
- + Effective verbal and written communications skills.
- + Good understanding of University Structures and functions.
- + High-level conflict resolution, strategic thinking, and basic counseling skills.
- + Strong work ethic and the ability to work extended hours when required.
- + Willingness and, ability to learn.
- + Sensitivity, empathy, Patience, tolerance and Calm manner
- + Flexibility to work within a multi-cultural environment with Excellent leadership and management skills.

2. Job Title: EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR – (RESEARCH, PR, & PROJECTS (FULL TIME)

Reporting to: VICE CHANCELLOR / DESIGNATE

JOB SUMMARY

The Executive Assistant – Research, PR, & Projects supports the Vice Chancellor (VC) in executing strategic, academic, administrative, and external engagement priorities that drive the growth and development of Clarke International University (CIU). This role requires a dynamic, highly organized, and results-driven professional with exceptional skills in research, proposal writing, resource mobilization, stakeholder engagement, and strategic project management.

SUMMARY OF KEY DUTIES AND RESPONSIBILITIES:

1. Research & Proposal Writing

- Conduct background research for speeches, reports, and institutional documents.
- Assist in the preparation of grant proposals and funding applications to support university initiatives.
- Draft and edit reports, white papers, and presentations to support the VC's advocacy for university growth.
- Collaborate with academic, research, and administrative units to gather data and evidence for research-driven initiatives.
- Support any other writing initiatives undertaken by the VC.

2. Resource Mobilization & Fundraising

- Identify funding opportunities from donors, government agencies, and private sector partners.
- Support in drafting grant applications, sponsorship proposals, and partnership agreements (MOUs)
- Coordinate fundraising efforts, donor reporting, and relationship management with funding organizations.
- Work with the university's finance and grants administration & management, and development teams to ensure compliance with funding requirements.

3. Project Management

- Coordinate various events/functions of the VC's Office including but not limited to: Charity and Community Projects, the LIT series, Rose's Journey Scholarship Program, Speaking Engagements, Public Lectures, and Collaborating Partner Visits.
- Support the VC in planning, coordinating, and monitoring key institutional projects and university key performance indicators (including adherence to strategic plans).
- Develop and track project timelines, budgets, and deliverables (including budget frameworks and financial reports) ensuring effective implementation.
- Work closely with internal teams and external partners to ensure alignment with university goals.
- Prepare progress reports and ensure timely completion of project objectives.

4. Partner & Stakeholder Relationship Management

- Serve as a liaison between the VC's office and key internal and external stakeholders, including government agencies, donors, boards on which the VC serves, and industry partners.
- Foster strong relationships with strategic partners to enhance collaboration and institutional growth through regular communication and updates.
- Support in planning and coordinating high-level meetings, networking events, symposiums, and partnership engagements.
- Maintain an updated (automated) database of key contacts and partnerships for strategic follow-up.
- Engage in networking events, and suggest new partnerships as needed.

5. Brand Management & Institutional Visibility

- Support the VC in strengthening Clarke International University's brand positioning and visibility.
- Assist in developing and executing strategic communication and branding initiatives to enhance the university's reputation.

- Work closely with the university's Business Development, Marketing, and Communications team to ensure that branding efforts align with institutional goals.
- Coordinate public relations activities, social media engagement, seminars, and thought leadership opportunities for the VC.
- Draft key messaging for speeches, media engagements, and stakeholder communications.

6. Initiative-Taking & Strategic Advisory

- Proactively anticipate the VC's needs and recommend solutions to operational challenges.
- Conduct research and provide briefings on strategic initiatives, policy trends, and higher education developments.
- Assist in decision-making by gathering and analyzing relevant data and reports.
- Assist in tracking timelines for all strategic initiatives
- Identify opportunities for process improvements to enhance efficiency in the Office of the Vice Chancellor.

7. Other Administrative Functions

- Participate in other related administrative tasks including
 - Review of departmental strategies, policies, and reports.
 - Curriculum reviews
 - University events
 - Student Recruitment

8. Professional Development & Continuous Learning

- Participation in training, workshops, and certifications
- Minimum of 2 professional development courses completed annually

Qualifications & Experience:

- A **Master's degree** in Business Administration, Public Administration, Marketing, Communications, International Relations, or a related field, with at least 2 years' experience, and or A Bachelor's degree with 3-5 years' experience in a similar or related role.
- **Experience** in executive support, project management, brand management, or a similar role in academia, corporate, or NGO sectors.
- Proven experience in **research, grant writing, and proposal development**.
- Strong background in **stakeholder engagement, fundraising, and resource mobilization**.
- Demonstrated ability to **manage complex projects** and multiple deadlines with minimal supervision.
- High level of **discretion, professionalism, and confidentiality** in handling sensitive matters.
- Strong problem-solving skills and ability to take the initiative in decision-making.

Key Competencies & Skills:

- Exceptional organizational and time management skills.
- Excellent written and verbal communication skills.
- Strategic thinking with the ability to anticipate and proactively address challenges.
- Strong research, analytical, and proposal writing abilities.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint), project management tools, and CRM software.
- Ability to work under pressure, prioritize tasks, and adapt to a fast-paced environment.
- Strong interpersonal skills to manage relationships with internal and external stakeholders.
- Relationship management and diplomacy
- Branding and communication expertise

Performance Management Framework
Key Result Areas (KRAs) & Performance Indicators

KRA	Performance Indicators	Annual Targets & Measurement Criteria
Research & Proposal Writing	<ul style="list-style-type: none"> Quality and relevance of research output Number of funding proposals successfully submitted 	<ul style="list-style-type: none"> Minimum of 5 research reports completed annually At least 3 successful grant applications
Resource Mobilization & Fundraising	<ul style="list-style-type: none"> Amount of funds raised Number of donor engagements initiated 	<ul style="list-style-type: none"> Minimum of \$50,000 secured annually At least 5 new funding partnerships explored
Project Management	<ul style="list-style-type: none"> Adherence to project timelines and budgets Successful completion of strategic university projects 	<ul style="list-style-type: none"> 90% of projects delivered on time and within budget 100% compliance with reporting and documentation

Why Join Clarke International University?

- Opportunity to work at a Chartered & leading institution committed to academic excellence, community service, and research & innovation.
- Engage in high-level decision-making and strategic initiatives that impact higher education in Uganda and beyond.
- Professional growth and development opportunities in a dynamic and rewarding work environment.

APPLICATION PROCEEDURE:

Interested candidates should clearly indicate the position they are applying for in the subject field of their email, and submit the following documents combined into a single PDF file:

- ✚ **Cover letter / One-page summary** outlining your qualifications, experience, and how you meet the required skills and competencies for the position.
- ✚ **Curriculum Vitae (CV)** in English, including your current residential address, telephone number, email address, date of birth, gender, and nationality;
- ✚ **Certified copies of academic documents**
- ✚ **Name(s) and full contact details of at least three (03) referees.**

Applications should be sent to;

The Human Resources & Administration Manager;
Clarke International University

Email: hr@ciu.ac.ug

Or hand delivered to the University Reception at Clarke International University in Bukasa-Muyenga, C/o: the Human Resources & Administration Manager.

Deadline for Submission: Wednesday, 30th July 2024 at 17:00hrs (5:00PM)

Clarke International University (CIU) is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, nationality, age or disability

Only short-listed candidates will be contacted. If you do not hear from us within two (2) weeks after the closing date, please consider your application unsuccessful.