



KAMPALA INTERNATIONAL UNIVERSITY

JOB VACANCY: DIRECTOR, GRANTS AND PARTNERSHIPS

ABOUT KIU

Kampala International University (KIU), a leading Private University and chartered by the Republic of Uganda, is a member of the Association of Commonwealth Universities, the Association of Africa Universities as well as the Inter University Council of East Africa.

KIU is a vast regional institution with two campuses (Main and Western) in Uganda and a sister University, KIUT in Dar es Salaam, Tanzania.

Kampala International University seeks to recruit an outstanding Academician to fill the following position;

POSITION TITLE - DIRECTOR, GRANTS AND PARTNERSHIPS (1 Position)

Reports To: Deputy Vice Chancellor, in charge of Research, Innovation, Consultancy & Extension (DVC- RICE)

Position Purpose: In conjunction with the DVC- RICE, the position holder coordinates, administers, promotes and documents Grants and Partnerships activities and publications at College/School levels.

Duties and Responsibilities

1. Oversees and coordinates the provision of administrative support to Grants and Partnerships

activities

2. Supports partnerships teams in Colleges and Schools, in building networks of collaboration across the University and external stakeholders.

3. Promotes research capacity building among academic staff, students, and the University community.

4. Acts as secretary to Grants and Partnerships meetings at College/School level.

5. Monitors and maintains records of progress of Grants and Partnerships activities; prepares periodic reports as required by researchers, administrators and funding agencies.

6. Works in conjunction with the Deputy Vice Chancellor RICE in planning and organising research related seminars, meetings and conferences.

7. Conducts searches and identifies research grant opportunities related to academic disciplines in the department.

8. Communicate/advertise research grant opportunities to staff and PhDs at the College/School level.

9. Coordinates the drafting of applications for research grants in consultation with the Deputy Director in charge of Research, DHDR and the Director, DHDR.

10. Prepares budgets for research/Partnerships/grant opportunities -related projects for staff and students.

11. Prepares semester and annual reports relating to

research/Partnerships/grant activities in the College/School.

12. Supports activities of the Institutional Review Board and the Institutional Research and Ethics Committee (IRB/IREC)

Qualification of Position Holder:

- Must hold a PhD and verifiable experience in Research Grants and Partnerships.

- Previous Administrative Experience

- Both Male and Female applicants should be 40 yrs and above.

- Both National and International applicants may apply.

A very attractive package will be given to the most suitable candidate

How to apply:

Email your detailed CV, copies of academic papers and 2 professional reference letters to the following email; hr@kiu.ac.ug

Call: +256 - 700 579194 for any inquiries.

Website URL: www.kiu.ac.ug

Deadline for applications: **31st August 2022**