



## **MOUNTAINS OF THE MOON UNIVERSITY**

### **EXTERNAL JOB ADVERT No. 2 OF 2026**

Mountains of the Moon University (MMU) is a Public University established under Statutory Instrument Number 2 of 2022, hence a body Corporate with perpetual succession and a Common Seal. MMU has been making strides towards becoming an academic Centre of excellence, and under its second Strategic Objective, has secured funding under the Erasmus + CBHE call 2025 for a project titled “Proliferation of Local Expertise in Development of Green-growth Economy (PLEDGE)” that aims at strengthening collaborations and partnerships in providing innovative and transformative education and research, including supporting the building of capacities of HEIs in Uganda for relevant agricultural practical education and training. To support the implementation of the PLEDGE project, MMU hereby invites applications from suitably qualified and skilled Ugandans for the position of **Project Manager**.

#### **Job Overview:**

The role of Project Manager includes providing support for the successful delivery of Project Work Packages, Deliverables and Milestones including but not limited to capacity development activities, project administration and support to partnership initiatives across the consortium.

#### **Key Responsibilities:**

Overall management of the delivery of the PLEDGE project, including but not limited to:

- Provide high level administrative support to the project, including international mobility administration and navigating the consortium’s institutional structures for project delivery.
- Liaise with Consortium members on planning and implementation of project activities.
- Assist in the design and drive the collaborative delivery of project activities in line with the project objectives and work packages.
- Drafting of detailed and timely quarterly and annual progress reports for the project.
- Administrative support for international partners.
- Liaise with Faculty of Agriculture and Environmental Sciences Departments in hosting the project and the wider University for participation in project delivery.
- Liaise with other MMU Directorates/Departments/Units that contribute to the successful delivery of project objectives e.g., Office of the Vice Chancellor, Office

of the University Secretary, Academic Registrar, Human Resource Management, Quality Assurance, Dean of Students, Marketing, ICT etc.

- Administer and report on the finances of the project.
- Take minutes and meeting records of meetings and maintain proper administrative record pertaining to the project.
- Manage and implement logistics and travel arrangements for consortium partners.
- Manage and implement logistics arrangements for virtual engagements related to the project.
- Assist in the maintenance of collaborative online repositories related to the project. This includes the management of the project website.
- Any other task as may be assigned by the supervisor in relation to the project.

### **Person Specifications:**

#### **Qualifications and Experience:**

- i) An Honours Bachelor's Degree in Public Administration, International Relations or Social Work and Social Administration.
- ii) Masters Degree in Public Administration, Business Administration, International Relations or Social Work and Social Administration.
- iii) Experience in Project Planning and Administration in a reputable Organisation or institution with proven/demonstrable track record for at least three (3) years.
- iv) Experience in international projects, preferably involving working with Government entities is an added advantage.

#### **Skills and Competencies:**

- a) Excellent Communication skills
- b) Excellent Organisational skills
- c) Project Management experience
- d) Experience in MS Suite
- e) Experience in virtual meeting platforms

### **APPLICATION PROCEDURE**

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents below **merged as one document** in PDF to **dean/faes@mmu.ac.ug**:

1. Application letter.
2. A detailed up-to-date Curriculum Vitae (CV) containing names and contacts of three (3) credible referees.
3. Certified copies of the relevant academic/professional Transcripts and Certificates.
4. Copies of relevant Appointment and Confirmation letter (s).
5. Copy of a National Identity Card.
6. Details of the physical address, telephone contact and email address.
7. Any other relevant documentation to support the application.

**N.B:** Application not in **one PDF file**, and those arriving after the closing time and date will not be considered. Details of the job advert can be accessed on the University website: [www.mmu.ac.ug](http://www.mmu.ac.ug).

Applications should be addressed to: -

The Dean, Faculty of Agriculture and Environment Sciences  
Mountains of the Moon University  
P. O. Box 837, Lake Saaka Campus  
Fort Portal City, Uganda.

The application must be received by 5:00 p.m. on **Monday February 23<sup>rd</sup>, 2026**. MMU is an equal opportunity employer, and appointments to all positions are based on merit. **Only shortlisted candidates will be contacted.** Females and persons with disabilities are encouraged to apply.