

JOB ADVERT

Background

The Interdisciplinary Consortium for Epidemics Research (ICER) coordinated at Makerere University Lung Institute (MLI) was established to address the bottlenecks curtailing epidemic research and strengthening the global response to emerging and re-emerging infectious diseases. The consortium plans to strengthen its secretariat and now seeks to recruit an Administrator to support implementation of its activities.

Position: Administrator (1)

Reports to: Chief Executive Officer

Engagement: Full time

Duration: 1 Year, renewable upon satisfactory performance

Duty Station: Kampala

Job Summary

The Administrator will provide support to the Secretariat in all administration functions and processes. He/she will also be responsible for the day-to-day administrative tasks of the consortium.

Roles and Responsibilities

1. Support the delivery of consortium deliverables and initiatives, which may include assisting in the development of key documents and resources tailored to particular consortium needs
2. Provide support across varying programs and projects implemented by the consortium, by undertaking a range of tasks including scheduling meetings, drafting agendas and minutes, coordinating follow-up action and drafting correspondences as required
3. Support preparation of consortium reports
4. Order and maintain office supplies as needed; follow up on all submitted procurement and finance requisitions.
5. Track and prepare accountability for consortium expenses
6. Create manual and electronic files for all consortium documentation
7. Coordinate consortium travels including site visits
8. Work with the Communications Officer to publicize/ disseminate consortium activities
9. Provide regular reports on all the above activities

Qualifications and skills

1. At least 2 years of working experience in a Project Administrator role or similar position in partnerships or consortia
2. Bachelor's degree in Social Sciences, Business Administration or any other a related field. A Master degree is preferred but not required for candidates with proven past work experience
3. Highly proficient with Microsoft applications
4. Strong interpersonal, collaborative and time management abilities
5. Excellent organizational skills, accurate and detail oriented
6. Excellent written and verbal communication skills

All suitably qualified and interested candidates should submit a **one**-page cover letter, **3 – page CV** with relevant certificates and two reference letters as one PDF to <https://forms.gle/NJTbNUssNw1qZ3ha6> by 5pm, 15th February 2026.

Applications should be addressed to:

The Secretariat - Interdisciplinary Consortium for Epidemics Research
Makerere University Lung Institute Building - P.O. Box 189784, Kampala (U)

Scan to apply



Only shortlisted applicants will be contacted. Any form of canvassing will lead to automatic disqualification



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