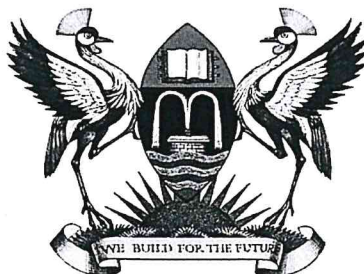


# MAKERERE

P.O. Box 7072 Kampala, Uganda  
E-mail: principal@chs.mak.ac.ug



# UNIVERSITY

Phone: 256 772 437351  
256 414 698286

## COLLEGE OF HEALTH SCIENCES OFFICE OF THE PRINCIPAL

### EMPLOYMENT OPPORTUNITY

Position	:	Secretariat Director	(1)
Terms of employment	:	Short contract	(6 Months)
Reports to	:	International President	

The World Health Summit Regional meeting is scheduled to take place from the 27th-29th June 2021. The President constituted a Secretariat that works under the leadership of the International president; representing Makerere University College of Health Sciences as the host of the WHS regional meeting Africa. The International President is seeking to hire a Director of the WHS regional meeting Secretariat for six months (February-July 2021).

#### Duties

1. Full-time engagement in WHS regional meeting activities between Jan 2021 to July 2021
2. Design and set up of the secretariat program, and its implementation
3. Work with all existing committees as directed by the International president
4. Head the secretariat activities, and total oversight of all the secretariat activities in regard to the WHS Regional meeting, up to completion
5. Take the responsibility of organizing, hosting, evaluation and final reporting of the the WHS regional meeting; reporting directly to the International president
6. Provide secretarial activities for all committees of the regional meeting
7. Coordinate publicity, registration, and feedback to all participants and speakers
8. Take all minutes, archive all records, compile and publish the final summit report. and inventory of all the assets of the summit
9. Ensure adequate information, for website update and harmonization
10. Maintain a close link with the WHS secretariat, and contribute to WHS monthly magazine
11. Coordinate all invitations and feed back to participants and partners , ensure full implementation of the summit program
12. Facilitate and maintain all records of all fundraising and resource mobilisation activities for the regional meeting.



## **Academic qualifications**

1. A bachelors' degree from a reputable University
2. A masters' degree in Communication, Human resources, Public administration or other relevant fields.

## **Required skills**

1. Adequate knowledge in organising scientific conferences and meetings
2. Well versed with medical science and public health, as well as global technological, environmental health and social economic trends
3. International experience with international conferences or cooperation, International organizations and NGOs is required
4. Excellent oral and written communication skills
5. Experience in human resource management and public administration will be an added advantage

## **Application Procedure:**

Please, hand deliver your application accompanied with detailed curriculum Vitea, two letters of recommendation and photocopies of Academic certificates and transcripts to;

The Office of the Principal  
College of Health Sciences, Makerere University.  
Mulago Hospital Complex, Mulago Hill Road.

Or email your application to  
Email: [hrd@chs.mak.ac.ug](mailto:hrd@chs.mak.ac.ug)

Application deadline; Friday February, 5<sup>th</sup>, 2021 (5.00pm)

**Only shortlisted applicants will be contacted**

