

## MAKERERE UNIVERSITY RETIREMENT BENEFITS SCHEME (MURBS)

### DEPARTMENTAL AMBASSADORS PROGRAMME

#### CALL FOR APPLICATIONS FOR THE 4<sup>TH</sup> COHORT OF PARTICIPANTS

- MAY 2021 -

#### About MURBS: Nature and Establishment

### Background

Makerere University Retirement Benefits Scheme (MURBS) is a Scheme for Makerere University staff. MURBS was established under irrevocable trust with effect from 1<sup>st</sup> April, 2009, and is licensed by the Uganda Retirement Benefits Regulatory Authority under License No. RBS.0005. This Scheme was set up by Makerere University for the purpose of providing retirement benefits to employees of Makerere University upon retirement from the University. MURBS is governed by a Board of Trustees with an elected Chairperson and Secretary, in total comprising 5 persons. The Board of Trustees is the supreme governing body of MURBS. The relationship between the University and the Board of Trustees is enshrined under the Trust Deed and Scheme Rules (as amended 17 April 2015).

Management and day-to-day operations of the Scheme are handled by the MURBS Secretariat as well as external service providers. The external service providers include the Fund Manager/Investment Advisor, Custodian, and Administrator, who do not sit in the Scheme offices. Other details about MURBS include:

<b>Scheme URA Tin No.</b>	1000459992
<b>Type of Scheme</b>	Defined Contribution
<b>Funding Rate:</b>	Employer–10%
	Employee–5%
<b>Early Retirement Age</b>	55 years
<b>Normal Retirement Age</b>	60years
<b>Scheme Objectives</b>	<ol style="list-style-type: none"> <li>1) To provide social security benefits to members of the Scheme</li> <li>2) To invest Scheme funds for the purpose of growing members' contributions</li> </ol>
<b>Scheme Functions</b>	<ol style="list-style-type: none"> <li>1) To collect contributions of its members on a regular basis</li> <li>2) To provide safe custody of the Scheme funds</li> </ol>

	<p>3) To invest Scheme funds for the benefit of members</p> <p>4) To pay out benefits to qualifying members</p>
<b>Vision</b>	<i>"Outstanding service and retirement security for its members — today and tomorrow"</i>
<b>Mission</b>	<i>"To collect, secure and invest funds for the benefit of members and provide efficient services to members"</i>
<b>Core Values</b>	<ol style="list-style-type: none"> <li>1) <b>Ethics:</b> Acting with virtue, integrity, responsibility, courage and professionalism</li> <li>2) <b>Stewardship:</b> Fulfilling fiduciary responsibilities, and obligation of building a better, stronger and more durable Scheme for future generations</li> <li>3) <b>Transparency:</b> Communicating openly and frequently with stakeholders; setting out information in a format that is clear and understandable; and being open to scrutiny and oversight</li> <li>4) <b>Accountability:</b> Being answerable to membership and other stakeholders</li> <li>5) <b>Client focus:</b> Meeting expectations of clients by being responsive and relevant to the needs of clients</li> </ol>
<b>Contacts</b>	<p>Lincoln Flats B4, Makerere University P. O. Box 7827, Kampala Tel: +256 (414) 690 255 E-mail: <a href="mailto:info@murbs.mak.ac.ug">info@murbs.mak.ac.ug</a> <a href="http://www.murbs.org">www.murbs.org</a></p>

## About the Ambassadors Programme

### Who are MURBS Ambassadors?

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MURBS Ambassadors are members of MURBS who will volunteer to endorse and promote MURBS' values, beliefs and mission at the University departmental levels. Furthermore, the MURBS Ambassadors Programme will serve as a tool for succession planning for the MURBS governance. The Ambassadors Programme seeks to identify and partner with such members to take MURBS services closer to all its members. MURBS Ambassadors will be passionate about MURBS products, actively endorse and promote them, and interact with ordinary members by giving testimonials, answering questions, clarifying queries and giving advice. MURBS hopes to receive value from its Ambassadors by having Makerere University staff at the departmental level understand MURBS services and, in turn, encourage others to join and actively participate in MURBS affairs. MURBS Ambassadors will help to create awareness, which is particularly important for new and up-coming members trying to get into the University.

### What is the Board of Trustees Mandate?

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The Board of Trustees has the mandate to provide appropriate information about the Scheme and educate members about various topics pertaining to their retirement. The Board has, in its policies and procedures, adopted the MURBS Departmental Ambassadors Programme as one of the strategies to execute this mandate.

### Objectives of the Ambassadors Programme

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- 1) To operationalise succession planning of the Board of Trustees (NOTE: All members intending to contest in MURBS trustee elections should be Ambassadors of MURBS);
- 2) To humanise MURBS products;
- 3) To guarantee preliminary checks of quality of services of MURBS;
- 4) To provide knowledge of MURBS products to members and promote excellence in customer care;
- 5) To boost information dissemination to members through the Internet and other social media platforms; and,
- 6) To promote MURBS image through consistent field reputation.

## **What is Expected of the MURBS Ambassador?**

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- 1) Attend Ambassador meetings scheduled by the Scheme every month;
- 2) Attend and participate in activities organised by the Scheme; and,
- 3) Actively promote the attainment of the objectives of the Ambassadors Programme as enumerated above.

## **What are the Benefits of becoming a MURBS Ambassador?**

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- 1) Ambassadors will be equipped with skills and exposed to advanced knowledge about managing retirement benefits schemes and the retirement benefits sector in general.
- 2) Ambassadors will gain extensive knowledge about how to manage and plan for their retirement.
- 3) Ambassadors may be invited to participate in training programmes of the Board of Trustees.
- 4) Ambassadors may be invited to attend meetings and activities of the Board of Trustees.
- 5) The Scheme will give priority to Ambassadors during consideration of invitations for select member trainings organised by the Uganda Retirement Benefits Regulatory Authority (URBRA).
- 6) Ambassadors will have a unique opportunity which allows them to prepare to compete in MURBS Trustee elections since they will have gained extensive knowledge about management of retirement benefits schemes, in general, and the operations of MURBS, in particular.

## **Eligibility**

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- 1) Must be employed by the University on permanent terms
- 2) Must be an Active Member of the Scheme (currently contributing to the Scheme) and appear on the Official Register of the MURBS Active Membership as at 30<sup>th</sup> April 2021.
- 3) Must be willing to commit time to trainings and other ambassadorial activities organised by the Scheme.

## **Mode of training for 4<sup>th</sup> Cohort of Ambassadors**

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Training for this (4<sup>th</sup>) Cohort of Ambassadors is envisaged to be conducted over the zoom online platform only, due to Covid-19 restrictions. The Scheme does not envisage any face-to-face interactions.

## **Tenure of Office & Termination or Withdrawal**

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There is no tenure of office for the Departmental Ambassador. As long as a member is willing to continue serving as an Ambassador, and the Ambassador continues to satisfy the eligibility criteria above, she or he will remain a MURBS Ambassador.

## **How to Apply**

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Interested members should complete the MURBS Departmental Ambassador Application Form 01-0218. The completed Form together with the requested attachments should be sent to [info@murbs.mak.ac.ug](mailto:info@murbs.mak.ac.ug) and copy to [wilber.naigambi@mak.ac.ug](mailto:wilber.naigambi@mak.ac.ug) no later than 5:00 p.m. on Monday, 14<sup>th</sup> June 2021. We discourage hand delivery of applications.

## **Confirmation/Approval Process**

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MURBS shall acknowledge receipt of each application received within 12 hours and will respond to the applicants to confirm the status of their application in writing (by e-mail). Upon approval of the application, the name of the approved Ambassador together with the Department and School/Unit will be updated on the list of the MURBS Departmental Ambassadors in the Group 4 category and published on the MURBS website.

NOTE: ***There is no limit as to the number of ambassadors that MURBS can have in a department.***