

## Epicentre recruits the Resources Manager (M/F) of Mbarara's Research Center – Uganda

*Epicentre is a non-profit organization created by Médecins Sans Frontières (MSF) and dedicated to research, field epidemiology and training in line with both MSF programmes and Epicentre's Research Centres in Uganda and Niger. Epicentre is a World Health Organization Collaborating Centre.*

*The Ugandan Research Center is located in Mbarara Municipality, within the Referral Regional Hospital which is also a teaching hospital for the Medical School of the Mbarara University of Science and Technology (MUST). About 100 persons are employed by Epicentre in the research center.*

Under direct supervision of the Mbarara Research Center's Director, the Resources Manager is responsible for all support activities. As head of the department, he guarantees the good running of the research center and research activities. He participates in the development and implementation of the strategic plan. His recommendations on organization or management should be coherent with the research priorities.

### **Main activities**

- 1) Operational management and administration:** In collaboration with the research center's director; supervises operational management of research activities; establishes security rules; sets-up meetings between departments and study representatives; ensures compliance with local legislation; negotiates contracts; collaborates with host protocol officer for administration of expats and foreign visitors, etc.
- 2) Human Resources Management:** Develops and updates the Human Resources plan in accordance with the strategic plan in collaboration with the research center's Director and the HR Manager in Paris; ensures Epicentre compliance to national labor laws; supervises administrative management of national staff (training plans, annual leaves, hiring process, etc.); etc.
- 3) Finances:**
  - *Budget:* in collaboration with principal investigators of each study, research center's director and financial controller in Paris: translates the needs into budgets; evaluates and monitors the budget quarterly, etc.
  - *Financial management:* Ensures that necessary treasury level is sufficient for the smooth running of operations at all times, maintaining as much control as possible over security and operational risks.
  - *Accounting:* Ensures procedures for money management and accountancy are respected in the country.
- 4) Logistic & IT Supervision:** In collaboration with the Logistics Officer and the Logistics Supervisor in Paris; defines and ensures the good process of the general logistics policy; ensures technical support to all logistics issues (incl. maintenance); ensures proper use & maintenance of IT & communication tools & networks, etc.

### **Candidate requirement**

- University degree required, preferably in Economics/Logistics/Finances/HR management;
- 2 years previous coordination & field experience in an administrative position with MSF or another NGO;
- Fluent in English (written and oral), French knowledge is an asset;
- Good skills in IT software tools; Experience with developing and monitoring budgets;
- Experience in people management and development; teamwork and cooperation, leadership;
- Good communication and negotiation skills – and ability to pass on information;
- Strong organizational and problem-solving skills; Analytical Thinking and strategic vision;
- Experience of cross-cultural environment;
- Knowledge/interest in medical research.

### **Conditions**

Position based in Mbarara – Uganda. Field MSF/Epicentre contract of 24 months starting as soon as possible.

Applications should be made online, **before February 28<sup>th</sup>, 2018** by completing the form available from the following link: <http://epicentre.msf.org/en/job-opening>

If you encounter technical issues to apply, please contact: [recrutement@epicentre.msf.org](mailto:recrutement@epicentre.msf.org).

Only short-listed candidates will be contacted.

**To know more about Epicentre in Uganda, check out our presentation's video of Mbarara Research Center:**

<http://epicentre.msf.org/video-centre-de-recherche-ouganda>