



Job Vacancy Announcement

Administration Assistant (01), Research Assistants (03), Communication Officer (01)

About THRIE Research and Innovations Facility

THRIE Research and Innovations Facility (THRAIF) is a knowledge-based non-profit organization dedicated to advancing science-driven solutions for socio-ecological resilience. The organization works at the intersection of research, innovation, and community engagement to address environmental, social, and economic challenges. THRAIF focuses on: Innovative research, Training and education, and Community-engaged improvement.

More information: www.thrive.ac.ug

General Overview of available positions

THRAIF seeks motivated and dynamic individuals to support its growing portfolio of research, innovation, and community engagement initiatives. Successful candidates will contribute to Programme implementation through research support, administrative coordination, and stakeholder engagement.

Available Positions

1. Admin. Assistant (01) – Full-time:
2. Research Assistants (03) – Full-time/Part-time:
 - Education (01)
 - Entrepreneurship and/or Business Studies (01)
 - Agroecology or Sustainable Agriculture (01)
3. Communications Assistant (01) – Full-time/Part-time

1. Admin. Assistant

Key Responsibilities

The admin assistant will provide essential clerical and operational support to ensure the smooth running of official operations. Specific duties will include the following:

- **Administrative custodianship:** Participating in overseeing all administrative operations and providing administrative and logistical support.
- **Managing office matters:** Maintaining supply inventory, managing office equipment, and keeping the office organized. This includes managing office operations and documentation.
- **Office communication management:** point of contact between executives as well as other personnel or internal stakeholders, and clients; and so, to communicate effectively with all. This includes some aspects of ensuring a strong client relationship through good customer care and/or positive interactions with clients, personnel, and other related persons.
- **Scheduling and Planning:** Corporately schedule appointments as well as internal and external events, incl. managing a corporate calendar; and coordinating meetings and institutional events.
- **Financial administrative support:** duties related to processing financial transactions. This includes such activities as raising requisitions and supporting the process of accountability.
- **Admin and Management support:** participate in the process that supports the management team in operations. This also includes inventory of resources, including managing the assets register, and overseeing the maintenance of office facilities and equipment.
- **Secretarial support:** secretarial-related duties.
- **Confidentiality management:** manage and handle sensitive information and documents.
- Performing any other duties incidental to your position or as assigned by your supervisor.

Qualifications and desired skills

- Diploma **with a distinction** or Bachelor's degree **with at least second-class upper division** in or related to secretarial studies, Management Sciences, Business Administration, Human Resources Mgt, SWASA.
- Strong organizational and administrative skills.
- Proven Proficiency in ICTs, including Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and

Google Workspace.

- Excellent communication and interpersonal skills.
- A minimum of 1 year of related working experience will be an advantage.
- Exceptional verbal and written skills.
- Strong multitasking and time-management abilities.
- Ability and Willingness to work under pressure to meet deadlines.
- Ability and Willingness to pay attention to detail and accuracy in operations.

2. Research Assistants (03)

Key Responsibilities

The research assistant, in their respective specialties, will work under those holding higher positions, such as the research fellows or senior research fellows. They will participate mainly in conducting and disseminating innovative scientific research to address issues confronting society. In making their research knowledge and taking up, they will also participate in teaching and learning, including delivering lectures and public lectures. In enabling practical implementations, they will also participate in designing and prototyping innovations based on reach. Specific duties will be structured around the following categories:

- i. Conducting innovative scientific research:
 - 1) Perform admin duties in the development and/or continuous review and implementation of the research and innovations agenda.
 - 2) Participating in the designing, reviewing, and implementation of research projects and programs on issues confronting societies. This includes participating in such activities as research grant writing, submission, and implementation of research projects.
 - 3) Participating in conducting research and generating knowledge on issues confronting societies. This includes conducting reviews, analysis, and organizing materials for dissemination.
- ii. Participating in publication, dissemination, and science outreach:
 - 3) Publishing innovative knowledge with a required minimum performance target of at least one innovative piece per year.
 - 4) Conducting editorial work for publications, such as research magazines and edited books.
 - 5) Organizing dissemination-related events, including conferences like the FAIDA.
- iii. Supporting professional development:
 - 4) Developing and reviewing academic research programs in the areas of specialty and implementing it with partner institutions.
 - 5) Establishing, maintaining, and promoting research-related academic units (incl. societies)
 - 6) Participating in mentorship, including delivering lectures or tutorials to support teaching and learning in the areas of specialty.
 - 7) Monitoring research and innovations in each professional society.
- iv. Supporting institutional growth and development
 - 8) Building and sustaining academic and related collaborations
 - 9) Participate in Marketing and promoting research products and services
- v. Performing any other duties in addition to Innovative Scientific Research or as assigned.

Qualifications

- A first-class Bachelor's degree with an aspiration to undertake higher studies (incl. masters and PhD), or a minimum of a second-class bachelor's degree with a master's and an aspiration for a PhD.
- Areas of specialty or interdisciplinary field: as outlined above (Education, Entrepreneurship / Business / Economics, and Agroecology or sustainable Agriculture).
- Strong analytical and research skills
- Experience in data collection and analysis
- Added advantages:
 - Knowledge of research tools is an a
 - Being an author or co-author of an innovative scientific publication
 - A minimum of 1 year of related experience, e.g., in writing research grants

3. Communications Assistant

Key Responsibilities

This position is designed primarily to support science communication. The assistant will work with scientists to ensure that research and innovation products are widely communicated and made known to the general

audience, i.e., closer to science journalism. As research and innovations are our core, this position also touches the general aspects of communication within THRAIF. This will therefore require this position to be responsible for internal and external messaging by creating and managing communications content on various media and social media channels for dissemination. Specific duties will be structured around drafting press releases of science communication content, updating website content, monitoring media coverage, organizing events, and maintaining media contact lists. The specific duties will involve the following:

- Develop communication and visibility strategies
- Manage website and social media platforms
- Producing communication materials (reports, briefs, media content)
- **Support Brand management:** Ensuring all communications materials adhere to the organization's branding guidelines.
- **Internal Communications:** Assisting with internal newsletters and ensuring staff are updated on company news.
- **Monitoring and evaluation of Media Relations:** Monitoring media coverage, updating media lists, and assisting in the distribution of press releases and media kits.
- **Social Media and Digital Administration:** Managing daily social media posts, engaging with followers, and uploading content to the company website.
- **Creating and managing content:** Drafting, editing, and proofreading content for newsletters, blogs, websites, and social media platforms. This also includes documenting and disseminating institutional outputs for public consumption.
- **Providing Administrative Support:** Providing logistical support for events (conferences, press conferences), scheduling meetings, and organizing communication materials.
- Performing any other duties in addition to accommodations in an innovative Scientific Research or as assigned
- Conducting all forms of public relations as may apply to the research and innovations entity.
- Performing any other duties in addition to this position, or as may be assigned by an immediate supervisor.

Qualifications

- Minimum of a Diploma with a distinction or a Bachelor's degree with at least a second-class upper division in Communications studies, Journalism, ICTs, or any other related field.
- Experience in digital communication and content creation
- Strong writing and editing skills
- Graphic design skills are an added advantage

Core Competencies (All Positions)

- Strong teamwork and collaboration
- Ability to work independently
- High level of professionalism and integrity
- Strong organizational and time management skills
- Attention to detail and accuracy
- Effective written and verbal communication

Application Procedure for all positions

- Submit a cover letter, CV, and copies of related academic documents
- The cover letter, CV, and copies of related academic documents should be combined into one PDF file
- Please send that single PDF via email, addressed to the HR Department, to: info@thrive.ac.ug with a copy to guardian@thrive.ac.ug
- Deadline: 31st May 2026, 5:00 PM (EAT)

Selection Process

- Shortlisting within 14 days after the deadline
- Only shortlisted candidates will be contacted
- Successful candidates expected to start: July 2026