



Job Vacancy: Research and Grants Coordinator

About Rwenzori International University and THRIVE Research and Innovations Facility

Rwenzori International University (RIU) is a National Council for Higher Education licensed private university located in Kasese Municipality, Kasese District. Its main activities are categorized into three: teaching, research, and outreach. THRIVE Research and Innovations Facility (THRAIF) is a knowledge-based Non-Profit Organization dedicated to science-based transformative change, with a niche in socio-ecological resilience, and developing technologies that help communities thrive despite the various challenges they face. THRAIF operates at the intersection of academic and non-academic sectors in three main areas: innovative research, innovative training and education, and community-engaged improvement. Please visit our website (www.thrive.ac.ug) to learn more.

Position Overview

This position stems from a partnership between two institutions: RIU and THRAIF. The two mainly collaborate on innovative scientific research, science outreach, community-engaged development, and related activities. In this role, the coordinator will join the team working at the intersection of the partnership. They are expected to combine administrative skills with advanced research and grant management expertise to conduct research and grant activities, ensure compliance, and support the successful execution of strategic initiatives at RIU and THRAIF within their respective research programs. The coordinator **who will be stationed at RIU** will apply their knowledge of research and grant coordination, along with an understanding of regulatory requirements, to assist both institutions and their partners in advancing innovative scientific research.

Key Responsibilities

- Searching for available grant opportunities.
- Review and analyze grant opportunities, and coordinate the writing of grants and project proposals in collaboration with researchers and/or grant writers.
- Provide administrative support to teams developing research and grant proposals throughout the process.
- Provide oversight guidance to research grant project leads, ensuring compliance with institutional, state, sponsor, and donor guidelines and regulations.
- Ensure that project leads adhere to project timelines and deliverables as specified in the donor funding agreements and contracts.
- Coordinate communication among research teams, institutional departments, and all stakeholders regarding new and ongoing research grant opportunities and updates.
- Coordinate training sessions for researchers on matters related to research and grants.
- Work with key stakeholders to improve grant management and boost operational efficiency.
- Participate in developing and implementing policies related to research and grants.
- Serve as the primary contact person for matters related to research and grants.
- Any other duties incidental to this position or as may be assigned from time to time.

Desirable Job Management Skills.

- Willingness and flexibility to work as part of a team.
- Ability to work with minimum supervision.
- Ability to deal with the public with courtesy and tact
- Ability to carry on routine and repetitious work accurately.
- Conformity to the regulations of RIU, THRAIF, and the Laws of the land.
- High-level functional computer literacy.
- Ability and Willingness to work under pressure to meet deadlines. 8. Excellent written and verbal communication Skills
- Attention to detail and accuracy.

Qualifications and Experience

Education:

A Master's Degree from an accredited institution, rated at or equivalent to at least a second-class upper classification.

The bachelor's degree on which the master's was based must also have a minimum of a second-class upper division.

Experience

Demonstrate skills in research, grants, or related roles. Evidence of these skills should be listed on the CV or in attached credentials.

Application procedure

1. The application package should be addressed to the Vice Chancellor of RIU and the Operations Manager of THRAIF.
2. The application package must be submitted by December 21, 2025, at 5:00 pm (Uganda Time).
3. Submission should be done electronically to the following emails: vc@riu.ac.ug and info@thrive.ac.ug, with copies to trisu@thrive.ac.ug and businessmanager@riu.ac.ug
4. **All application materials must be combined into a single PDF file.**

Processing the application

1. The selection process will have two stages: The pre-selection will be completed within 10 days after the application deadline, based on the established criteria. Pre-selected candidates will be contacted for interviews.
2. The successful candidate should be prepared to begin duties in January 2026