



## Open Position for StarHub Africa University Manager

StarHub Africa is looking for a university manager starting from 15<sup>th</sup> of January 2018 for 40 hours per week for min. 1 year.

StarHub Africa is a young social start-up with the vision to support young people to start and grow successful businesses. StartHub runs a highly practical entrepreneurship training that enables students to start a business in only one semester. The training is offered at various partner universities in and around Kampala (MUK, UCU, Kyambogo, ...) . Local lecturers from these universities are trained to provide the students with the skills.

The tasks of the university manager include the following:

- Partnership building with university management: negotiating terms and conditions of StartHub's cooperation, set up Memorandum of Understanding (MoU), get more MoU's signed
- Organizing and running cost-efficient marketing campaigns at all partner universities
- Supporting lecturers before and during the training: supplying them with teaching materials, monitoring lectures from time to time, permanent contact person for questions and problems
- Face and contact person to the students for questions and problems
- Assistance in curriculum development

### Requirements:

- University degree in any subject
- Strong communication skills
- Strong marketing skills including some social media knowledge
- Strong organizational skills
- Resource-efficient working
- Sound knowledge of MS Office (Excel, PowerPoint, Word)
- Comfortable using Mozilla Thunderbird, Skype, Google Drive, Trello
- Reliable and on time

### What are we offering:

- 40 hours per week
- Attractive Salary
- One-year Contract, six-month probation period
- Renewal after one year likely
- Office space in Kampala
- Be part of a young, international, dynamic and highly motivated team
- Bring in your own ideas and really make a difference!

### How to apply?

Please send us your **CV** and **letter of motivation** including your **expected salary** written with Microsoft Word (exported as a pdf file) **until the 10<sup>th</sup> of jan 2019** to [l.althaus@starhubafrica.org](mailto:l.althaus@starhubafrica.org). Tell us how you work (use examples and prior experiences) and why you think you are the perfect person for the position of university manager.

Selected applicants will be invited to a job interview on the 11<sup>th</sup> or 12<sup>th</sup> of January in Kampala.

**If you have any questions, don't hesitate to contact us. We are looking forward hearing from you!**