

## **Call for Applications: Graduate Fellowship Placements at Busitema University Library**

Busitema University, a leading public university in Eastern Uganda with its main campus located along the Jinja-Malaba Highway in Busitema County, Busia District, is pleased to announce 10 graduate fellowship opportunities at the University Library. These one-year placements, renewable subject to performance and funding availability, will commence in September 2025. The fellowship program seeks to engage recent graduates in supporting the library's digital transformation and service enhancement initiatives.

The University Library is offering placements across five key roles: one Content Developer Fellow to focus on digital content creation, one Monitoring and Evaluation Fellow to track program effectiveness, one Library Administrator Fellow to support operational management, five Library Graduate Fellows for general library science functions, one Registry, Records, & Archives to focus on digital preservation, and one ICT Systems Fellow to handle technology integration. These positions have been carefully designed to provide meaningful professional experience while contributing to critical library projects.

Fellows will participate in various activities, including the library's automation and digitization programs, development of open-access digital collections, implementation of information literacy programs, and creation of tools to enhance information discovery. Each role offers unique opportunities to develop specialized skills while working alongside experienced library professionals in an academic environment.

Eligibility for these competitive placements requires applicants to hold a relevant Bachelor's degree with a first-class or second-class upper division, and demonstrated a record of active participation in extracurricular/ co-curricular activities (e.g., sports, arts, clubs, student leadership/governance, faith-based groups, volunteer organizations (e.g., Rotary, Scouts), or other civic-minded activities) and community service throughout their primary, secondary, and university education. The program particularly seeks candidates who demonstrate strong

technical abilities, innovative thinking, and commitment to professional growth in their field of study. While specific qualifications vary by position, all applicants should possess the academic foundation and potential to contribute meaningfully to library operations.

Interested graduates who meet the requirements are invited to submit three sets of applications, duly signed and enclosed in one envelope, addressed to the **University Secretary, Busitema University, P.O. Box 236, Tororo, or P.O. Box 226, Busia**. The **application envelope should be hand-delivered to the Office of the University Secretary at Busitema University, Busitema Campus, or to the Liaison Office at Lincoln Flats A2, Makerere University, by Friday, 12th September 2025, at 12:00 Noon**.

Application materials should include a detailed Curriculum Vitae with names of three referees, certified copies of Academic Certificates and Transcripts, 3 recent passport photographs, a letter of application, a statement of Interest/ motivation, and evidence of participation in extracurricular activities. Successful candidates will benefit from a monthly stipend and tuition waiver opportunities for relevant programs at Busitema University, making this an excellent opportunity for recent graduates to gain practical experience while furthering their education.

This fellowship represents more than just temporary employment - it is an investment in developing the next generation of library and information professionals. Busitema University Library looks forward to welcoming motivated graduates who are eager to contribute to academic knowledge management while building their professional capabilities in this dynamic field.

*Please note that these are trainee positions designed to provide hands-on experience, and only shortlisted candidates will be contacted for further engagement.*

Position	No. of Positions	Qualifications	Roles/Job Requirements
<b>Content Developer Fellow</b>	1	<ul style="list-style-type: none"> <li>- Bachelor's in Communications, Journalism or related field</li> <li>- Strong writing/editing skills</li> <li>- Knowledge of CMS (Drupal, WordPress)</li> <li>- Web design/editing skills</li> <li>- Photography/videography skills</li> <li>- Research abilities</li> <li>- Instructional design experience (added advantage)</li> </ul>	<ul style="list-style-type: none"> <li>- Develop content strategies</li> <li>- Create user-friendly content with SEO</li> <li>- Write/edit web content</li> <li>- Manage digital distribution</li> <li>- Analyze web traffic</li> <li>- Report to University Librarian</li> </ul>
<b>Monitoring and Evaluation Fellow</b>	1	<ul style="list-style-type: none"> <li>- Bachelor's in Development Studies, Statistics, Economics, Social Sciences or related</li> <li>- M&amp;E training required</li> <li>- Proficiency in Excel, SPSS, KOBO Toolbox</li> <li>- Project management experience</li> <li>- Analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>- Develop M&amp;E tools/templates</li> <li>- Support strategic planning</li> <li>- Conduct audits/research</li> <li>- Prepare performance reports</li> <li>- Maintain monitoring records</li> </ul>
<b>Library Administrator Fellow</b>	1	<ul style="list-style-type: none"> <li>- Bachelor's in Business Admin, Office and Information Management</li> <li>- Library operations experience - Required</li> <li>- Organizational/administrative skills</li> <li>- Data analysis abilities</li> </ul>	<ul style="list-style-type: none"> <li>- Oversee user services</li> <li>- Manage library operations/budget</li> <li>- Develop policies/procedures</li> <li>- Resolve user complaints</li> <li>- Community liaison</li> </ul>

Position	No. of Positions	Qualifications	Roles/Job Requirements
<b>Library Graduate Fellow</b> (Information Processing Assistants)	5	<ul style="list-style-type: none"> <li>- Bachelor's in Library Science/Records Management</li> <li>- Cataloging/classification skills</li> <li>- Digital repository knowledge</li> <li>- Basic IT skills</li> <li>- AI awareness (added advantage)</li> </ul>	<ul style="list-style-type: none"> <li>- Catalog/process materials</li> <li>- Manage collections</li> <li>- Compile statistics</li> <li>- Provide user services/training</li> <li>- Support digital initiatives</li> <li>- Weekend duties rotation</li> </ul>
<b>Registry, Records &amp; Archives Graduate Fellows</b>	1	<ul style="list-style-type: none"> <li>- Bachelor's in Records &amp; Archives Management</li> <li>- Training/certification and knowledge of the Uganda National Records and Archives Act</li> <li>- Aptitude for learning new software and systems</li> <li>- High integrity handling of confidential information</li> <li>- Strong organisational, detail-oriented, and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>- Records Management: File, retrieve, and prepare official student/administrative documents; handle correspondence and data entry.</li> <li>- Archives Management: Process, preserve, and describe historical collections; assist researchers.</li> <li>- Digital Support: Participate in digitization and metadata creation projects.</li> <li>- General Admin: Provide departmental support through reporting and scheduling.</li> <li>- Training &amp; Development: Engage in training, a supervised project, and mentorship.</li> </ul>
<b>ICT Systems Support Fellow</b>	1	<ul style="list-style-type: none"> <li>- Bachelor's in Computer Science/IT</li> <li>- LMS/ILS expertise (Koha, Drupal)</li> <li>- Open-source software experience – a MUST</li> <li>- Programming (SQL, PHP, Python, JavaScript, C#, Go (Golang) &amp; Rust)</li> </ul>	<ul style="list-style-type: none"> <li>- Develop digital infrastructure</li> <li>- Maintain library systems/servers</li> <li>- Provide technical support</li> <li>- Configure e-learning hardware</li> <li>- Implement innovations</li> </ul>

Position	No. of Positions	Qualifications	Roles/Job Requirements
		- Hardware troubleshooting - Cybersecurity knowledge	

**Additional Details:**

1. Graduate Fellows positions are academic; all applicants are required to have either a first-class or second-class upper degree.
2. Beyond academic excellence, a demonstrated record of active participation in extracurricular/ co-curricular activities (e.g., sports, arts, clubs, student leadership/governance, faith-based groups, volunteer organisations (e.g., Rotary, Scouts), or other civic-minded activities) and community service throughout their primary, secondary, and university education.
3. Fellowship duration: 1 year (renewable based on performance and availability of funds)
4. Application deadline: **Friday, 12th September 2025, at 12:00 Noon**
5. Benefits include stipend and tuition waiver opportunities