



KING CEASOR UNIVERSITY

Plot 32, King Ceasor Road, Ggaba Road, Bunga Hill, Kampala, Uganda

ADVERTISEMENT FOR THE POSITION OF CORPORATE DEVELOPMENT AND PARTNERSHIPS OFFICER

King Ceasor University (KCU) is a chartered private university committed to academic excellence, innovation, research and quality assurance in higher education. As part of its strategic vision to strengthen institutional growth, stakeholder engagement and sustainable partnerships, the University invites applications from suitably qualified and experienced individuals for the position of **Corporate Development and Partnerships Officer**.

The successful candidate will be responsible for developing and maintaining strategic partnerships, mobilising institutional resources, strengthening corporate and international collaborations, and supporting initiatives that enhance the University's academic, research and community engagement agenda.

1. POSITION

Corporate Development and Partnerships Officer

2. DUTY STATION

King Ceasor University, Bunga, Kampala, Uganda.

3. ROLE

The Corporate Development and Partnerships Officer shall report to the Vice Chancellor or his/her designated supervisor and shall:

- a. Identify, establish and coordinate strategic partnerships that support the University's teaching, research, innovation and community engagement agenda.
- b. Promote institutional collaboration with government agencies, development partners, private sector organisations, professional bodies, alumni and international institutions.

- c. Support resource mobilisation, fundraising and grant development initiatives.
- d. Coordinate partnership activities and ensure effective implementation of Memoranda of Understanding (MoUs) and institutional collaboration agreements.
- e. Promote King Ceasor University's corporate image through strategic stakeholder engagement and partnership development.
- f. Perform such other duties as may be assigned by the Vice Chancellor or University Management.

4. PURPOSE OF THE JOB

To support the University's strategic growth by developing sustainable partnerships, strengthening stakeholder engagement, coordinating institutional collaborations, mobilising resources and promoting mutually beneficial relationships that enhance academic excellence, research, innovation, graduate employability and institutional sustainability.

5. DUTIES AND RESPONSIBILITIES

- a. Identify and establish strategic partnerships with government agencies, private sector organisations, development partners, professional bodies and international institutions.
- b. Coordinate the development, negotiation, implementation and monitoring of Memoranda of Understanding (MoUs) and other partnership agreements.
- c. Develop and maintain a comprehensive database of institutional partners and collaborative activities.
- d. Identify funding opportunities and support the preparation of grant proposals, concept notes and partnership proposals.
- e. Coordinate resource mobilisation initiatives to support academic programmes, research, innovation and infrastructure development.
- f. Develop and maintain productive relationships with corporate organisations, development agencies, embassies, foundations and other strategic stakeholders.
- g. Support the organisation of partnership meetings, stakeholder engagements, signing ceremonies and institutional networking events.
- h. Monitor the implementation of partnership agreements and prepare periodic reports on partnership performance and outcomes.
- i. Coordinate industry linkages to support student internships, industrial training, graduate employability and collaborative research.

- j. Promote internationalisation by supporting collaborations with foreign universities, research institutions and international organisations.
- k. Work closely with academic departments to identify opportunities for collaborative research, consultancy and innovation.
- l. Support alumni engagement initiatives aimed at strengthening institutional development and networking opportunities.
- m. Prepare partnership briefs, reports, presentations and institutional profiles for prospective partners.
- n. Participate in the development and implementation of corporate development strategies aligned with the University's Strategic Plan.
- o. Represent the University at stakeholder meetings, conferences, exhibitions and networking events as assigned.
- p. Ensure compliance with university policies and procedures governing partnerships and institutional collaborations.
- q. Perform any other duties assigned by the University Management.

6. CANDIDATE SPECIFICATION

Applicants must demonstrate strong interpersonal, negotiation and relationship management skills, together with experience in partnership development, stakeholder engagement and institutional collaboration.

6.1 Academic Qualifications and Experience

Applicants must possess:

- a. A Master's Degree in any of the following disciplines : Business Administration, Strategic Management, Public Relations, Marketing, International Relations, Development Studies, Project Planning and Management, Economics or another relevant discipline from a recognised institution.
- b. A Bachelor's Degree in any of the following disciplines : Business Administration, Public Relations, Marketing, International Relations, Economics, Social Sciences or a related field.
- c. A minimum of three (3) years of progressively responsible experience in corporate development, partnership management, stakeholder engagement, business development, fundraising or institutional advancement.
- d. Demonstrated experience working with higher education institutions, government agencies, development partners, NGOs or the private sector will be an added advantage.

6.2 Corporate Development and Partnership Management

Applicants should demonstrate:

- a. Experience identifying and developing strategic institutional partnerships.
- b. Experience coordinating Memoranda of Understanding (MoUs) and partnership agreements.
- c. Strong negotiation and relationship management skills.
- d. Experience coordinating partnership implementation and monitoring.
- e. Ability to establish long-term mutually beneficial institutional collaborations.

6.3 Resource Mobilisation and Business Development

Applicants should demonstrate:

- a. Experience identifying funding opportunities and supporting grant development.
- b. Knowledge of fundraising and resource mobilisation strategies.
- c. Experience preparing partnership proposals, concept notes and project proposals.
- d. Ability to support income-generating partnerships and institutional sustainability initiatives.

6.4 Stakeholder Engagement and Corporate Relations

Applicants should demonstrate:

- a. Experience engaging corporate organisations, government institutions and development partners.
- b. Excellent networking and stakeholder management skills.
- c. Ability to organise high-level meetings, partnership events and institutional engagements.
- d. Strong presentation and communication skills.

6.5 Internationalisation and Institutional Linkages

Applicants should demonstrate:

- a. Experience supporting international collaborations and institutional partnerships.
- b. Knowledge of higher education partnerships and academic collaboration frameworks.

c. Experience working with international organisations, foreign universities or development agencies will be an added advantage.

d. Ability to support student exchange, staff mobility and collaborative research initiatives.

6.6 Project Coordination and Reporting

Applicants should demonstrate:

a. Strong project planning and coordination skills.

b. Experience monitoring partnership implementation and preparing performance reports.

c. Ability to maintain partnership databases and institutional records.

d. Excellent analytical, report writing and documentation skills.

6.7 ICT Competencies

Applicants should demonstrate proficiency in:

a. Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).

b. Database and records management.

c. Online collaboration and virtual meeting platforms.

d. Digital communication and presentation tools.

6.8 Personal Attributes

Applicants should possess:

a. High standards of integrity, professionalism and confidentiality.

b. Excellent interpersonal and communication skills.

c. Strong negotiation and networking abilities.

d. Strategic thinking and problem-solving skills.

e. Ability to work independently and within multidisciplinary teams.

f. Excellent organisational and time management skills.

g. Ability to manage multiple assignments and meet deadlines.

h. Strong commitment to institutional excellence and continuous improvement.

7. REMUNERATION

An attractive remuneration package shall be offered in accordance with King Ceasor University's Terms and Conditions of Service.

8. TENURE

The Corporate Development and Partnerships Officer shall hold office in accordance with the University's Terms and Conditions of Service and subject to satisfactory performance.

9. METHOD OF APPLICATION

Interested applicants are invited to submit their applications comprising:

- a. A signed letter of application.
- b. A statement outlining the applicant's vision for strengthening corporate development, strategic partnerships and institutional growth at King Ceasor University.
- c. A signed and dated Curriculum Vitae with contact details of three (3) referees.
- d. Certified copies of academic transcripts and certificates.
- e. Copies of professional certificates where applicable.
- f. Copies of previous appointment letters relevant to the position.
- g. A copy of the National Identity Card or passport.
- h. Three (3) confidential letters of recommendation.
- i. Referees should submit confidential reference letters directly to the University before the closing date.
- j. References should address the applicant's professional competence, leadership, integrity, communication skills and suitability for the position.

Both Hardcopy and Electronic (Email) applications shall be accepted.

(a) Hardcopy Applications

Confidential letters and sealed applications marked:

“CONFIDENTIAL: POSITION OF CORPORATE DEVELOPMENT AND PARTNERSHIPS OFFICER”

should be addressed to:

**HUMAN RESOURCE MANAGER
KING CEASOR UNIVERSITY
PLOT 32, KING CEASOR ROAD, GGABA ROAD, BUNGA HILL
P.O. BOX 88, KAMPALA, UGANDA**

(b) Electronic (Email) Applications

Electronic applications should have all the above documents scanned and emailed to careers@kcu.ac.ug by 5:00 pm East African Standard Time on 31st July 2026.

Please Note That:

- a. Incomplete applications or applications received after the closing date and time will not be considered.
- b. Only shortlisted applicants shall be contacted.



**Mr. John Acire
HUMAN RESOURCE MANAGER**