



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

JOB ADVERTISEMENT

The Forum for African Women Educationalists (FAWE) Uganda Chapter is a Non-Governmental Organization established in 1997 to address gender disparities in Education. FAWE Uganda is in the process of filling the positions below

- 1. Title:** Project Officer
Duty Station: Buyende
Reports to: Programs Manager

Job Summary:

The position holders will be part of a team responsible for the planning, budgeting and implementation of project specific activities.

Key Duties and Responsibilities

1. Participate in planning, budgeting, implementation, support supervision and reporting processes
2. Ensuring that the project specific activities are effectively and efficiently implemented as per project calendar/schedule/plan
3. Assist in identifying program requirements through research, feedback and interaction with beneficiaries and other key stakeholders
4. Coordinate networking, advocacy and sustainability systems within the district of project implementation.
5. Ensure Clear documentation of project success stories
6. Resolving cross-functional issues at project level
7. Monitoring project progress and performance
8. Timely preparation and submission of quality monthly, quarterly and annual reports
9. Maintain a high level of transparency and accountability

Qualifications/Requirements

- A minimum of a Bachelors' Degree in a relevant field such as Education, Development Studies, Social Work and Social Administration, Social Science, Adult Community Education or related field from a recognized Institution is essential.
- A post graduate diploma in Project Planning and Management is desirable
- Ability to ride a motorcycle with a valid riding permit is essential
- Knowledge of the local language is essential.

Experience

- At least three (03) years' experience with a National or International NGO in areas of child protection, sexual reproductive health rights and education

Other Desirable Skills

- Working knowledge of Project Planning and Management, Mobilization, Capacity Building skills, report writing skills
- Demonstrated ability and skills in organizing and facilitating groups
- Must be proficient in computer applications
- Excellent communication skills
- High standards of integrity, discretion and loyalty
- Computer Literacy (MS Office Applications)
- Self-driven and able to work under minimal supervision

2. **Title:** Accountant
 Duty Station: Kampala
 Reports to: Senior Accountant

Purpose of Position & Job Summary:

The Accountant will be part of the Finance team. He/she will support the Finance department with; Cash management, bookkeeping and financial records management, Data Management, Audit Process, process accounting on all financial matters pertaining to the project. The job holder will also support in internal control management with the aim of achieving the project set objectives. The roles will be performed in line with the established FAWE Uganda/Plan Financial Procedures, and the General Accepted Accounting Procedures (GAAP) and the post holder will ensure confidentiality in and when handling financial matters.

QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCES.

Qualifications:

- A Bachelor of Commerce Degree (Accounting option), Bachelors' Degree in Accounting, or Business Administration or other related field.
- At least level II of Certified Public Accountancy

Experience:

- At least 5 years' in a similar position/accounting with an international or local NGO.
- Advanced knowledge of the Quick Books software is essential.

Skills and Competences:

- Strong/good team player.
- Demonstrated good customer care skills.
- Must be highly reliable and independent, able to work with minimal supervision under pressure.
- Experience in working with Non-Governmental Organizations (NGO)
- Dynamic, proactive, multi taker, and result-oriented.
- Ability to understand organizational programming.
- Excellent written, verbal and communication skills
- High standards of integrity, discretion and loyalty
- Excellent interpersonal skills

Key Result Areas

1. Financial implementation of various projects towards ensuing value for money for all expenses in the Project.
2. Documents and maintains complete and accurate supporting information for all financial transactions.
3. Follow up on advances and timely retiring of all accountabilities in the database.
4. Develops schedules, completion of internal control audits and initiates actions necessary to correct internal control weaknesses.
5. Coordinates and supports organisational internal and external audits.

6. Analyses all financial transactions and preparation of journal entries for accrual, prepayments, corrections and adjustments.
7. Oversees the book keeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
8. Carry out timely monthly bank reconciliations for the projects and ensure timely financial statements are prepared in accordance with the donor contract agreements.
9. Supports the preparation of annual operating budgets and bi-annual forecasts
10. Any other related duties which will be assigned on day to day operations.

How to apply:

All suitably qualified and interested applicants should send their applications including curriculum vitae and copies of relevant documents to;

The Human Resource and Administration Manager
FAWE Uganda Chapter
P.O Box 24117
KAMPALA

OR

Hand deliver to their office on Plot 328 Magulu Close in Bukoto, Off Kisaasi Road

OR

E-mail application to humanresources@faweuganda.org

Deadline Tuesday 31st January 2023, 4:00pm

Only shortlisted applicants will be contacted.

Interested and Qualified Females are encouraged to apply.