



PUBLIC AFFAIRS CENTER OF UGANDA (PAC UGANDA)

VACANCIES AT PAC UGANDA

ABOUT PAC

PAC is a national civil society governance watchdog and public policy lobby committed to work for the improvement of the quality of governance in the country and provision of quality technical and advisory services; with the promotion and protection of constitutionalism, good governance and democratic development of the country as its overriding goal. *PAC envisions a peaceful, democratic, prosperous and well-managed country with happy people and exists to effectively contribute to the quality of governance of the country and public service delivery through an active interaction of civil society with the state, as its mission. In pursuance of this mission, PAC Uganda is implementing a range of project initiatives on good governance and democracy, social accountability, promotion of social justice and human rights, policy research and advocacy, citizen empowerment and leadership development in the sub regions of Sebei, Teso, Karamoja, Acholi, West Nile and countrywide.*

VACANCIES:

PAC has secured funding from Oxfam to support the implementation of the project titled 'Finance for Development' (FFD). The project aims at promoting progressive, participatory and responsive taxation systems and public spending on public service provision in order to reduce inequality and lead to fairer and more equal opportunities to access essential services for all. For effective achievement of results in this project, PAC is seeking for competent, passionate and self-motivated Ugandans to fill the positions of **Project Coordinator** and **Project Finance Officer** that currently exists in the organization:

1.0 PROJECT COORDINATOR (1 POST).

LOCATION: PAC UGANDA, SOROTI MUNICIPALITY

1.1 The Role: The office of Project Coordinator is crucial in providing leadership, coordination, supervision, programming, implementation, monitoring and learning processes to this important project. This role reports to the Executive Director and is responsible for the execution of the F4D project in PAC, building synergies from partnerships and networking with various actors; and coordinating project action of project partners in West Nile, Acholi, Karamoja and Teso sub region. You will be accountable for full compliance to donor contracts particularly in realizing the planned project targets, writing project and donor reports and is responsible for project development as well as writing fundable proposals. The role involves extensive applications of basic IT packages throughout the work. You are a member of the Senior Management Team, deliberating on day to day matters of policy implementation and management.

1.2 The Person: Must have a first degree in Social Science, Business Administration and Management or the equivalent from a reputable University. A Masters in a relevant field is an added advantage. Must have worked in a reputable NGO in a management position with at least 3 years post qualification experience. A result oriented person who brings in excellent project management skills in policy advocacy, governance and democracy having worked in a related context. Conversant with project cycle processes, Competence in M&E, project and donor report writing. Evidence in the use of IT applications especially in computer programming. A self-driven person, team leader and knowledge of socio-political terrain of the region, the country as a whole; and on current global and national issues.

2.0 PROJECT FINANCE OFFICER (1 POST)

LOCATION: SOROTI MUNICIPALITY

2.1 The Role: The office of Project Accountant is critical in providing proactive, efficient and effective management support for the F4D Project. The Project Finance Officer is responsible for overall quality of financial management of F4D Project; Partners Financial Capacity enhancement; financial reporting, including of partners. The job entails building and maintaining effective financial systems and accounting framework that facilitates delivery of project results. At the technical level the finance

officer will be responsible for providing the financial management to the F4D sub national partners; ensure quality and timely financial reporting to funder; preparation of monthly, quarterly and donor financial reports; identify training needs of Partners' and Partners finance staff and provide required Capacity building to enable effective management of F4D sub national finances; ensuring effective support to project team to meet overall objectives of project as well as assisting the partner finance staff in preparation of project related budgets and budget reviews in keeping with changes in project plans. At management level, the Project Finance Officer is responsible for managing the project funds: budget tracking; ensuring functionality of financial controls, adherence to compliance requirements, conduct project financial reviews and audits; verifications of the partner expenses in the light of project agreements terms and conditions, consolidation of partner financial reports and reporting. At the leadership level the project finance officer will propose and implement agreed improvements & systems enhancements for financial and administrative systems and procedures to ensure maximum efficiency as well as maintain coordination with sub national partners in delivering project activities.

2.2 The Person: Must have relevant academic qualifications in accounting, financial management, commerce, economics or related field from a reputable University. A degree in Finance, Business Administration or Commerce and professional certification in accounting is an added advantage. A minimum of 3 years' experience of providing a whole range of financial management services to a Local NGO. Must be honest, disciplined, credible and result oriented person with proven knowledge of computerised systems and demonstrable experience of working with computerised accounting packages and spreadsheets. A self-driven person with excellent ability to prioritise work issues to meet deadlines with minimal supervision. A team builder, bold, resilient and tenacious about quality, value for money, adherence to standards, compliance and integrity of financial systems.

More information on these applications:

Are you convinced that you are the person we are looking for; having the job specifications? Send in your application Letter, CV and a one page Capability Statement with contact addresses of 2 referees (of these; your supervisors, academician and or a person of high repute) addressed to The Executive Director, PAC Uganda, to the following address; email: info@pacuganda.org and or hand deliver to PAC Uganda Head Office located at Plot 10, Kakungulu Road, Opposite Soroti Abattoir, P.O. Box 464, Soroti. Do not attach any academic testimonial; it is not necessary at this stage. Please, attach day and night telephone lines. **Closing date** for submitting applications will be **Thursday 22nd August 2019, 5.30pm**. *Only Applications sent through email: info@pacuganda.org or hand delivered to our head office will be accepted. Only shortlisted applicants will be contacted for interviews scheduled on a date to be communicated. Canvassing for favors will lead to automatic disqualification of the candidate.*