



NAGURU TEENAGE INFORMATION AND HEALTH CENTRE

JOB OPPORTUNITY

Established in 1994, NTIHC is a pioneer adolescent health program in Uganda positioned to provide Adolescent Sexual and Reproductive Health and Rights (ASRRH) services, youth activities and information, primarily targeting young people of 10 -24 years old. NTIHC, with an office and youth clinic at Kiswa Health Centre, supports 7 KCCA health facilities in Kampala and other 24 Public health facilities 8 districts neighboring Kampala to provide quality ASRH services.

JOB TITLE: ACCOUNTANT

Department: Finance and Administration.

Duration: Six Months. (Renewable)

Location: Head Office

Reporting Relationship

The Accountant will report to the Finance and Administration Manager.

Job Summary

The Accountant is responsible for the day-day accounting functions of NTIHC in a manner to support the efficient management of financial transactions and reporting. This function will be executed by ensuring proper documentation, accuracy and timely reporting, follow up on advances, support to finance and non-finance personnel and ensure adherence to policies and procedures.

Core Duties and Responsibilities

1. Will assist in the management of program finances and administration, ensuring compliance with donor financial procedures
2. Prepare payment vouchers and corresponding cheques
3. Prepare payments by verifying documentation and requesting disbursements
4. Prepare and process payroll, including statutory deductions payments and reports to the tax authorities
5. Reconciling both vendors and staff advances accounts
6. Reconcile general ledgers and bank accounts
7. Review all captured business transactions in the accounting system for accuracy, consistency and proper allocation
8. Recording of transactions in the accounting system
9. Manage petty cash accounts
10. Assist managers on forecasting monthly cash requirements and monitoring expenditures
11. Prepare and submit monthly, quarterly and annual financial statements (including expenses, receivable and payables.)
12. Ensure submission of expense reports, bank reconciliations.
13. Assist in review of grantee financial documents
14. Assist in the implementation of the internal control systems and financial procedures manual of the organization
15. Assist in the training of grantees in financial management and compliance
16. Identify and recommend improvement to SOPs
17. Perform any other lawful responsibilities as may be assigned from time to time by your supervisor and or any other superiors.

Knowledge, skills, and abilities required

1. A bachelor's degree in accounting, finance, business administration or any other similar field with a minimum of 3 years experience; a masters degree is a plus
2. At least 3 years accounting experience
3. Professional qualifications like CPA, ACCA, CIMA will be an added advantage
4. Previous accounting experience in donor funded projects
5. Knowledge in institutional accounting and budgeting practices
6. Audit experience is a plus
7. Excellent computer skills including word, excel and access
8. Knowledge of accounting packages such as Pastel, Navision, QuickBooks is an advantage
9. High degree of integrity and confidentiality.

JOB TITLE: PROJECT OFFICER ; "CHANGING TIDES" PROJECT

Department: Advocacy and Research

Duration: Eight Months

Location: Eastern Uganda

Reporting Relationship

The Project Officer "Changing Tides" project reports to the Project Manager

Job Summary

The Project Officer will provide essential administrative and technical support to the "Changing Tides" project, working with the Project Manager and NTIHC advocacy team members to achieve project success.

Core Duties and Responsibilities

1. Work with the project manager to initiate and coordinate the planning of activities to ensure that project objectives are achieved with optimum utilization of project resources.
2. Establish, manage and maintain the relationship with the relevant district authorities, community leaders, CSOs and religious structures where appropriate to achieve project objectives and facilitate project implementation in the project districts.
3. Promote active participation of community, local leaders, rights holders and intermediaries in the planning, implementation, monitoring and evaluation of project activities.
4. Work with the relevant departments to ensure that all capacity building and advocacy activities are implemented as per work plan for the project.
5. Prepare period work plans and reports on project activities and achievements in line with the requirements stipulated in the project documents.
6. Perform other related professional duties as assigned by the supervisor
7. And any other lawful responsibilities as may be assigned from time to time by your supervisor and or any other superiors.

Technical expertise, skills and knowledge

- A degree in Social work and social administration, Public Health, community development or other similar field
 - Training in Project planning and Management is an added advantage
 - At least 3 years experience in similar work and position. Experience and training in ASRRH is desirable.
 - Good capacity building and advocacy skills
 - Strong skills in teamwork and networking
 - Good communication skills (written and oral)
 - Excellent skills in documentation and report writing
 - Strong working knowledge of Microsoft Office
 - Self-starter who works well independently
 - Motorcycle riding ability is an added advantage
- *** Should be willing to reside in the project region with occasional travel to Kampala.

Interested, qualified persons should submit their cover letter, CV and copies of academic documents with three professional referees and a day time telephone contact to the **Program Director, Naguru Teenage Information and Health Centre, Spring road , opposite Shell Bugolobi, P.O Box 27572 Kampala, or by email to info@ntihc.or.ug not later than 12th June 2020 at 4.00pm.**

Only shortlisted applicants will be contacted.