



NAGURU TEENAGE INFORMATION AND HEALTH CENTER

Naguru Teenage information and Health Centre seeks to recruit for the following positions;

1. Position – Finance Manager

Job Role	
Role Overview:	<p>Providing effective leadership in financial management and administration, audit services in accordance with procurement policy and procedures, Grant Management and Human Resources services.</p> <ul style="list-style-type: none"> • To provide financial management direction / leadership and guidance and ensure NTIHC overall strategic objectives are met within the framework of the NTIHC Financial Management policies and procedures. • To provide administrative direction / leadership and guidance and ensure NTHIC strategic objectives are met within the framework of NTHIC administrative policies. • To ensure compliance with local and international financial policies. • To ensure compliance with donor policies and requirements. • Ensure effective and efficient use of resources
Key Result Areas	Duties and Responsibilities
Budgeting and Forecasting	<ul style="list-style-type: none"> • Coordinate the process of financial forecasting for the 5-year strategy (includes translating the program plans into financial forecasts) • Initiate the development of the financial strategy • Review NTIHC strategy identifying the annual strategic financial implications for NTIHC and develop a broad budgeting, planning agenda for implementation • Review and update a resource Allocation Framework for effective allocation of financial resources • Review various financial budgeting and reporting documents to ensure they are in line with approved budget submitted to relevant stakeholders/ donors/ partners • Prepare financial forecasts of income and expenditure • Review, revise and update NTIHC budgets as deemed necessary • Check and ensure appropriate levels of resources at department levels as well as any partners implementing NTIHC projects • Prepare detailed expenditure budgets and summary budget tables • Finalize the adoption of the Finance Management Policy, HR manual Procurement Policy and other administrative policies. • Lead the development, implementation of a cost share /Allocation Framework for effective allocation of resources

<p>Financial Management and Reporting.</p>	<ul style="list-style-type: none"> • Review & Submit management reports (tables), Financial Returns to, management and donors & relevant stakeholders • Prepare and issue year end processing guidelines • Review reporting system for effective monitoring of finances of NTIHC and recommend improvements accordingly.
<p>Internal Controls</p>	<ul style="list-style-type: none"> • Review and recommend to the ED, the authorization of Payments, and the pay roll • Check and recommend for approval the bank and ledger Reconciliations • Reviewing and recommend for ED's approval, contracts in line with the finance and procurement policies of NTIHC • Authorize payments/sign Cheques and Web banking • Review cash remittances requests to donors and from partners implementing NTIHC projects and recommend for ED's approval • Review and disseminate changes /updates in the NTIHC Finance Policy Manual in line with approvals from the ED • Review period end processes and Procedures • Check and ensure that resource reserve levels at Department levels comply with the stipulated Finance policy guidelines • Check Continuity and functioning of NTIHC's finance information system and other systems platforms ensuring timely renewal of licenses, access and necessary authorizations • Schedule periodic data backup for the Financial Information systems in line with backup guidelines • Review system versatility (as well as system improvement proposals) and identify system weaknesses and flaws and recommend changes to the relevant department • Initiate cash remittances requests to donors and from IPs and submit to the ED for approval.
<p>Grants management</p>	<ul style="list-style-type: none"> • Review proposal budgets and project risk matrices • Review donor reports for compliance with signed MOUs • Review donor agreements • Support the development of financial forecasts for funding proposals. • Review and recommend for approval, the Donor Management Tracking frameworks/ tools for NTIHC • Attending to donor queries and concerns on financial issues • Consolidate and prepare timely accurate donor financial reports in line with donor guidelines and NTIHC policies and procedures • Provide technical support to partners and staff implementing NTIHC donor funded projects, fundraising and donor fund management in line with donor guidelines and NTIHC policies and procedures • Coordinate the Management of Project related documents, maintain up to date project records and provide status updates

	to donors when required.
Team Leadership	<ul style="list-style-type: none"> • Develop work plans and set performance targets for finance staff • Set up an enabling environment for finance staff performance, recognition and reward • Carry out scheduled Finance staff development meetings • Organize and plan for Finance staff development and financial training.
Audit	<ul style="list-style-type: none"> • Procure audit services and manage audit assignments in line with relevant policies • Coordinate external audits and respond to audit queries • Enforce and follow up the implementation of audit recommendations • Develop and update audit action plans and audit risk matrices • Submit reports in respect of Management and statutory audits • Submit audited financial statements as per the required deadlines.
Financial advisory services	<ul style="list-style-type: none"> • Educate the users and Implementing Partners the financial policy and procedure manual • Provide guidelines on exchange rate movements, inflation trends and other micro economic factors • Provide technical advice to staff and partners on cost ratios and overheads cost consciousness
Management Support and input	<ul style="list-style-type: none"> • Prepare and make presentations on Finance matters in management meetings • Provide financial advisory services to management • Follow-up and implement key actions agreed on issues affecting the finance and administration function in NTIHC.
Any other duties	<ul style="list-style-type: none"> • Perform all other job-related tasks as assigned by the ED

Person Specification	
Education & Certifications	<p>1. A KNOWLEDGE, SKILLS AND ABILITIES <i>(The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training)</i></p> <p>Level of Education/Academic Qualifications: Bachelor's degree in business related field (Commerce, Accounting, Finance, and Business Administration) or other relevant field.</p> <p>a. Specialized Training/Professional Qualifications</p> <ul style="list-style-type: none"> • Full accounting professional qualification -

	<p>Chartered/Certified Accountant (CPA, ACCA, ACIS, CIMA) or other comparable/equivalent qualification.</p> <p>b. Competencies/Abilities/Skills Required</p> <ul style="list-style-type: none"> • Sufficient knowledge of accounting and book keeping and high financial analytical skills • Working knowledge of computerized accounting and other computer application packages especially Pastel • High integrity to be able to handle cash and cash related transactions • Good interpersonal skills to be able to relate to people of diverse backgrounds • Attention to detail to be able to scrutinize financial and other information documents before decision making • Planning and organizing ability to be able to accomplish tasks, file and retrieve information • Effective communication both oral and written English • Ability to produce and analyze reports • Strong report writing skills in the English Language <p>c. Relevant Work Experience</p> <ul style="list-style-type: none"> • A minimum of three years' experience in a busy international, multicultural Non-Government Organization and handling donor funds.
Essential Experience	A minimum of 5 years working experience, with at least 3 at management level in accounting and finance preferably in an NGO sector.
Essential Knowledge	<ul style="list-style-type: none"> • Donor financial accounting procedures • GAAP, IAS/AFRS accounting requirements and budgeting • Word, Excel, financial information systems, vision excel and executive, as well as database and accounting packages. • Tax laws and systems in Uganda • Operations of sub grant partners/community based organizations
Essential Skills	<ul style="list-style-type: none"> • Budgeting and budgetary control • Analytical skills • Asset/inventory management • Capacity building skills • Communication and networking • Proven integrity • Interpersonal skills

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs. It is part of every staff member's responsibility to contribute to NTIHC's mission and comply with NTIHC's values

2. Position – Drivers (2)

Job Title:	Driver		Prepared: November 2021
Department	HR and Administration	Job Family:	Administration
Reports to:		Grade:	NTIHC-SS
Location:	NTIHC Secretariat		
Direct Reports:	Nil		
Job Role			
Role Overview:	To facilitate and provide transport , administrative and other logistical support services to staff and stakeholders in line with the NTIHC policies and procedures		

Key Accountabilities / Responsibilities:	Key Activities
<ul style="list-style-type: none"> Ensure that Parcels, documents, supplies are Picked , delivered and accounted for as per the instructions given 	<ul style="list-style-type: none"> Deliver and pick NTIHC documents to stakeholders Follow up on communications from implementing partners or other stakeholders Deliver, pick, and register all mails and parcels and make accountabilities for all mails and parcels delivered Pick supplies/items like condoms from respective offices and deliver to NTIHC
<ul style="list-style-type: none"> Ensure that vehicles, and generators are maintained well and are in good mechanical conditions 	<ul style="list-style-type: none"> Keeping NTIHC vehicles clean in line with the Vehicle maintenance Policy Always checking the vehicles for faults, Carryout basic repairs and promptly report major vehicle faults for management attention Carry out basic regular maintenance of the vehicles (i.e. refilling the vehicle i.e. coolants, battery water, hydraulic oil and brake fluid) Taking the Vehicle for servicing and repairs Monitor verify the service provider's work for the vehicles or generators repaired Prepare vehicle and generator status report on monthly basis.
<ul style="list-style-type: none"> Drive NTIHC staffs and visitors to and from various locations and destinations as per NTIHC policies and regulations. 	<ul style="list-style-type: none"> Before starting any journey, Carry out pre-travel inspection of vehicles and make sure the vehicle is fit for the journey. Inform the line managers accordingly in case of any need (i.e. condition of the vehicle, oils, tyre pressure, indicators, lighting system etc.) Review assigned travel schedules,

	<ul style="list-style-type: none"> • Plan and document travel routing, fuelling and timing for the journey • Transport staff to assigned locations in line with the approved travel plans • Ensure that passenger and goods safety inspection is done prior to taking off for the journey. • Maintain vehicle security before, during and after travel • Report on any identified anomalies on the vehicle in line with the vehicle policy
Plan and budget for the vehicle and provide other logistical support and prepare periodic accountabilities	<ul style="list-style-type: none"> • Picking quotations from suppliers and other service providers • Participate in vehicle budgets and planning • Log both official and private mileages and provide accountabilities • Making monthly reports on (vehicles, generators and motor cycles) • Check and update the validity of statutory requirements (Vehicle logbook , insurance status and driving license)
Provide support to staff while in the field as per their work plan and procedures	<ul style="list-style-type: none"> • Review user requirements, solicit financial advances in line with approved user requirements and provide assistance in making purchases for goods required for an activity. • Provide support in the acquisition of materials from stores for activities in the field • Support the foreign visitors and others who do not know the local language while in the field by serving as an interpreter in case the other staffs are very busy.
Ensure safety of the vehicle & property while on a journey.	<ul style="list-style-type: none"> • Observe the traffic rules and regulations • Update the team in case of any emergency • Keeping closer watch on the vehicle and property • Parking at gazetted and safe places.

Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • UACE or its equivalent, Training in; Defensive Driving, Basic computer skills; • Training in Basic Financial and Logistics Management is an added advantage. • 3-5 years of driving with government/NGOS
Essential Experience	<ul style="list-style-type: none"> • General knowledge of Traffic rules and regulations • Operational area i.e. Country terrain • Knowledge of the Local communities and languages spoken

Essential Knowledge	<ul style="list-style-type: none"> • Ability to detect faults on the vehicles • Knowledge of how to use a manual 4-wheel drive in case of tough terrain • Security consciousness • Problem Sensitivity : Ability to analyse issues and identify problems
Essential Skills	<ul style="list-style-type: none"> • Negotiation skills • Report writing • Communications skills • Planning and organisation skills • Time management, and coordination skills • Fluency in written and spoken English • Some knowledge of computer usage. • Good Communication skills • Good interpersonal skills • High level of integrity • Ability to interact with people of different backgrounds and cultures

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3. Laboratory Technician

Job Title:	Laboratory Technician		Prepared: November 2021
Directorate:	Program	Job Family:	Programme
Reports to:	Program Manager	Grade:	
Location:	Kampala		
Direct Reports:	Nil		
Job Role			
Role Overview:	A lab technician will collect samples and perform tests on body fluids and tissue to assist physicians in the diagnosis and treatment of diseases.		

Key Accountabilities / Responsibilities:	Key Activities
Laboratory investigations	<ul style="list-style-type: none"> • Support laboratory based scientific investigations by undertaking a range of routine technical tasks and experiences. • Perform routine and non-routine tests and analyse investigative experiments in laboratory to support specific investigation using the appropriate technical equipment and instruments

	<ul style="list-style-type: none"> • Recording, analysis and interpretation of results. • Setting up testing, adjusting, calibrating and maintenance of Laboratory Equipment • Collecting and preparing samples, solutions, cultures and specimens and ensuring safe disposals of waste • Calculate test results, and log and report results as appropriate • Process specimens, diagnose conditions and release quality and timely laboratory results
Planning	<ul style="list-style-type: none"> • Do advance planning of laboratory requirements including, HCT – HIV tests, RPR – Syphilis tests, MP – BS tests and Typhoid testing • Planning and supporting scientific investigations and experiments • Planning, setting up and undertaking controlled experiments and trials • Plan, budget and maintain adequate stock of laboratory reagents and equipments.
Requisitioning	<ul style="list-style-type: none"> • Make requisitions in time for laboratory reagents • Ensure proper storage of all laboratory reagents, cleanliness of the stores and the general laboratory environment. • Liaise with the In Charge Service Delivery in order to manage and monitor laboratory requirements and ensure quality assurance
Capacity Building	<ul style="list-style-type: none"> • Participate in mentoring and educating of volunteers and interns in the provision of young people friendly services • Keep informed of new laboratory techniques
Records maintenance	<ul style="list-style-type: none"> • Design and utilize monitoring tools for laboratory requirements. • Maintenance of accurate records and reporting data • Recording and analyzing data • Demonstrating procedures • Collecting, preparing and testing samples
Quality Assurance	<ul style="list-style-type: none"> • Manage and maintain laboratory equipments and reagents in accordance with laboratory standards • Provide technical advice on ways to improving current laboratory services • Refer clients for specimens to relevant partner agencies as necessary • Perform quality control and calibrate equipment as appropriate • Maintain equipment in proper working order and maintain a clean work area • Practice safe work habits, including complying with all safety, health, and environmental rules and regulations • Maintaining and calibrating cleaning and testing sterility of the equipment

	<ul style="list-style-type: none"> • Enforcing strict health and safety regulations • Staying up to date with relevant scientific developments that can improve the efficiency of lab operations
Reporting	<ul style="list-style-type: none"> • Provide periodical laboratory reports as appropriate • Recording, analysing and writing reports, reviews and summaries on the findings of experiments and trials
Other Duties	<ul style="list-style-type: none"> • Perform any other duties as may be assigned
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Minimum of a Diploma in Laboratory Technology or any related field • Valid laboratory technician license
Essential Experience	<ul style="list-style-type: none"> • Experience in operating electrical and non-electrical laboratory equipment and potentially dangerous substances (flammable liquids infectious bacteria, bio hazards etc).
Essential Knowledge	<ul style="list-style-type: none"> • In depth knowledge of Quality, Health, Safety & Environment (QHSE) systems , preventive measures and laboratory best practices
Essential Skills	<ul style="list-style-type: none"> • Working knowledge of Ms Office especially excel and data base system • Ability to work autonomously and under pressure

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How to apply:

Interested individuals should apply to The Executive Director, Naguru Teenage Information and Health Centre. Applications should be emailed to recruitment@ntihc.or.ug prior to the closing date. Please note that hard copy submissions will NOT be accepted.

CLOSING DATE: 29th NOVEMBER 2021

Only shortlisted Candidates will be contacted. For further viewing, visit our website at www.ntihc.or.ug