



## **JOB OPPORTUNITIES AT RUFORUM**

RUFORUM (Regional Universities Forum for Capacity Building in Agriculture), a network of 42 African Universities (Visit [www.ruforum.org](http://www.ruforum.org) for more details), has the following job opportunities for qualified candidates at its Secretariat based at Makerere University, Kampala, Uganda;

RUF/JOB/01/14: Executive/Technical Assistant, Office of the Executive Secretary

RUF/JOB/02/14: Assistant Grants Manager

RUF/JOB/03/14: Programme Officer, Grants

RUF/JOB/04/14: Grant Management Assistant

RUF/JOB/05/14: Systems and Networks Administrator

RUF/JOB/06/14: Information Technology Officer

RUF/JOB/07/14: Programme Officer, Communication, Publicity and Marketing

RUF/JOB/08/14: Programme Officer, Knowledge Management

RUF/JOB/09/14: Programme Officer, Resource Mobilization

RUF/JOB/10/14: Programme Officer, Planning, Monitoring and Evaluation

RUF/JOB/11/14: Programme Officer, Training

RUF/JOB/12/14: Internal Auditor

RUF/JOB/13/14: Management Accountant

RUF/JOB/14/14: Financial Officer

RUF/JOB/15/14: System Accountant

RUF/JOB/16/14: Accounts Assistant

RUF/JOB/17/14: Administrative Assistant

Details of the above job positions are available below. Interested potential applicants should submit their applications to reach the Executive Secretary, RUFORUM by 5pm on 20 October, 2014. Applications should be sent by email to [Secretariat@ruforum.org](mailto:Secretariat@ruforum.org), or delivered in hard copy (with CD enclosed containing soft copy) to:

**The Executive Secretary**  
**RUFORUM Secretariat, Plot 151 Garden Hill,**  
**Makerere University, P.O Box 16811, Wandegaya**  
**Kampala, Uganda.**  
(Ref: RUF/JOB/.....: .....)

Applicants should quote the reference number and job applied for, and should attach photocopies of necessary academic support documents, including letters from two referees. Only short listed candidates will be contacted. Screening of applications will begin in November, 2014, and will continue until the post is filled.

**RUFORUM is an equal opportunity employer**

## **RUF/JOB/01/14: Executive/Technical Assistant, Office of the Executive Secretary**

**Office/ Department/ Unit:** Office of the Executive Secretary  
**Reports to:** Executive Secretary (ES)

### **B. Job Role**

#### **Tasks and responsibilities**

##### **1. Technical support to the ES**

- Advise the ES on strategic issues that relate to the core business of RUFORUM..
- Follow-up technical issues on behalf of the ES. These issues include but are not limited to: selected assignments from the ES to Secretariat staff, selected commitments made by the ES to partners and vice versa, requests to and from partners
- Prepare the ES's progress reports to RUFORUM's AGM, Board of Directors, Board Committees, Funding agencies and Network partners
- Support the ES's advocacy, partnerships and resource mobilization functions, in liaison with other units especially Partnership and Business Administration
- Oversee the revision and updating of the Secretariat's Operational Manuals and support documents (such as Finance and Human Resource Manuals)
- Accompany the ES on official missions to assist him/her in organizing appointments, preparing content for meetings, and capturing in back-to-office reports highlights of the mission and the issues for follow-up by RUFORUM and partners.
- Assist the ES in performing his/her function as the Secretary to the Board of Directors and Board Committees to:

- (a) Prepare for AGM, Board and Committee Meetings (draft the concept notes including the agenda, collation and distribution of the documentation and overseeing the logistical arrangements)
- (b) Capture the AGM, Board and Board Committees proceedings and produce drafts of the minutes,
- (c) Follow-up the implementation of AGM, Board and Committees decisions, and
- (d) Perform any other duties as will be assigned by the Executive Secretary
  - Prepare technical materials not reflected above
  - Review and analyze documents to generate synthesis papers with recommendations that generate appropriate actions from RUFORUM and partners

### **C. Job Requirements**

- PhD or Master's degree in international relations, economics, business management, agricultural economics, natural resources management, agricultural extension, agricultural education, engineering or a related field.

### **Experience**

- Over 3 years working experience with similar responsibilities in an organization with a mandate comparable to RUFORUM geographical scope and sector breadth; a Post Doc position of two years will also be considered as applicable experience.

### **Competencies**

- A strategic mind-set and proven ability to synthesize information into succinct messages; Strong quantitative analytical skills
- Strong oral and written communication skills
- Strong organizational and multi-tasking skills
- Willingness to work during weekends and to travel at short notice

## **RUF/JOB/02/14: Assistant Grants Manager**

**Office/ Department/ Unit:** Grants Management

**Reports to:** Grants Manager

**Directly Supervises:** N/A

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Develop guidelines for implementing competitive grants that can be used by applying Universities, individuals and service delivery contractors.
2. Provide technical support and guidance to applicants or those intending to apply on matters regarding proposal writing and any others pertinent to grants awards.

3. Verify competitive grants applications for compliance to applications guidelines before onward submission to the Grants Manager for presentation to the Technical Committee.
4. Monitor, evaluate and report on implementation of competitive grants awards.
5. Facilitate Principal Investigator (PI) meetings including the PI orientation meetings or peer-review of research.
6. Track, follow up and report on student completions
7. Compile and disseminate information regarding progress, outcome and impact of Competitive Grants System programs/projects.
8. Engage grantees to compile experiences for learning purposes and knowledge sharing.
9. Generate data and compile synthesis from grantee reports as case studies and/or reports on best practices arising from RUFORUM supported research and outreach undertakings

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) PhD degree in Agricultural or related sciences.
- b) Post Graduate training in Project Management.

### **Experience**

Minimum five years research experience in university/research institution

### **Critical Competences**

- a) Ability to foster an environment where new ideas or innovations can be supported.
- b) Ability to apply Microsoft office applications that include word, excel, access and
- c) PowerPoint.
- d) Should be a team player
- e) Ability to monitor progress/quality and/or standards of grants implementation against key criteria.
- f) Ability to take initiative in dealing with unanticipated events or managing risk.
- g) Ability to effectively communicate information.
- h) Ability to value and act with honesty and openness in relations with others.
- i) Ability to enforce accountability for individual or organizational commitments.

## **RUF/JOB/03/14: Programme Officer, Grants**

**Office/ Department/ Unit:** Grants Management  
**Reports to:** Assistant Grants Manager  
**Directly Supervises:** N/A

## **A. Job Role**

### **Tasks and Responsibilities**

1. Communicate calls for grants proposals.

2. Extract relevant information from the RUFORUM Information Management System (RIMS) as and when required.
3. Compile list of competitive grants applications (including capture and update of the database) and process relevant documentation for assessment.
4. Conduct administrative checks of grants applications and verify completeness of responses to calls
5. Capture and update relevant databases in the RIMS, including systematic reviews of reports and summative evaluations that gather/collate lessons learnt from project implementation
6. Liaise with Reviewers and compile comments on the proposals.
7. Supervise preparation and verify relevant documentation for disbursing funds to the Principal Investigators.
8. Engage and guide Principal Investigators in implementing the terms of grants awards including correct and timely submission of reports and accountabilities.
9. Organise and facilitate meetings and conferences on matters regarding the management or implementation of grants.
10. Compile list of successful applications and prepare narrative for the Unit for further action.
11. In liaison with the Finance and Administration Unit track and maintain disbursement records
12. In liaison with the Partnership and Business Administration Unit compile profiles of grant projects being funded by the Secretariat

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) Master's Degree in agricultural and related sciences; diploma in project management

### **Experience**

At least three years in project management in NGOs, research and training institutions

### **Critical Competences**

- a) Ability to use computers and related office packages
- b) Should be a team player.
- c) Ability to monitor the progress/quality and/or standards of grants implementation against key criteria
- d) Attention to details
- e) Ability to communicate effectively
- f) Ability to work calmly under pressure.
- g) Ability to value and act with honesty and openness in relations with others.

## **RUF/JOB/03/14: Grants Management Assistant**

**Office/ Department/ Unit:** Grants Management  
**Reports to:** Grants Management Assistant  
**Directly Supervises:** N/A

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Archive grants documents and generate relevant information to be packaged and uploaded into the RIMS as appropriate
2. Receive, compile and create database for proposals under the different Call for proposals
3. Undertake administrative check for proposals received in response to Calls
4. Send out proposals received for review and compile Reviewer Comments
5. Organize and prepare the necessary documentation for the Technical Committee Meeting to select proposals for funding
6. Organize and manage logistical arrangements for the grants related convening events
7. Review project budgets, prepare and dispatch grant award letters to Grantees
8. Prepare necessary documents and requisition for funds for Grantees
9. Engage with and communicate with Principal Investigators and grantees of RUFORUM supported projects as appropriate to ensure smooth and timely implementation of the projects
10. Develop, update grants databases and compile relevant data in preparation for deeper analysis and interpretation
11. Any other duties as assigned

### **B. Job Requirements**

#### **Academic and Professional Qualifications or Training**

Bachelor's Degree in agricultural and related sciences

#### **Experience**

At least one years in project management in NGOs, research and training institutions

#### **Critical Competences**

- a) ability to use computers and MS Office packages
- b) Should be a team player.
- c) Attention to details
- d) Ability to communicate effectively
- e) Ability to work calmly under pressure.
- f) Ability to value and act with honesty and openness in relations with others.

## **RUF/JOB/05/14: System and Network Administrator**

**Office/ Department/ Unit:** Information Technology  
**Reports to:** Manager/Information Technology  
**Directly Supervises:** IT Officer

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Generate ICT policies and strategies and proposals for supporting IT activities in line with the RUFORUM Strategic Plan
2. Conduct technical research and systems development, tuning or upgrades to enable continuing innovation or enhanced performance within the ICT environment.
3. Implement ICT programs/ projects including their roll-out and subsequent technical and maintenance support.
4. Install new/ rebuild existing servers and configure among others, hardware, peripherals, services, settings, directories, storage in line with standard technical specifications, operating procedures and user requirements.
5. Monitor and ensure compliance of users to systems operating procedures and security protocols.
6. Develop ICT operating procedures, standards and maintenance of system standards.
7. Monitor and verify systems integrity (hardware, software, security) or availability of hardware and backup resources.
8. Diagnose and troubleshoot, undertake data recovery or repair ICT hardware and software problems.
9. Provide technical and user support to Secretariat units.
10. Manage the network infrastructure including the central document and mail servers.
11. Optimize system operation and resource utilization, and performs system capacity analysis and planning

### **B. Job Requirements**

#### **Academic and Professional Qualifications or Training**

- a) Degree in IT, Information Systems Management, Computer Science or equivalent, preferably at Masters level
- b) Active certification(s) such as a Microsoft MCSE and/or Exchange MCITP, and VM-Ware or LPIC

#### **Experience**

At least three years in IT as systems administrator

#### **Critical Competences**

- a) Ability to innovate and be creative.
- b) Ability to develop applications, analyse ICT processes and troubleshoot ICT systems.
- c) Analytical thinking.
- d) Ability to test ICT systems.
- e) Ability to manage ICT infrastructure platforms.

- f) Ability to manage ICT information and application protection platforms.
- g) Ability to manage risks.
- h) Ability to manage ICT quality control and assurance.
- i) Ability to manage information databases/ servers and related processes.
- j) Familiarity with web performance optimization concepts/best practices including caching, load testing
- k) Experience with Exchange 2010 administration, Office 365, email routing, spam filtering email troubleshooting and power shell scripting

## **RUF/JOB/06/14: Information Technology Officer**

**Office/ Department/ Unit:** Information Technology  
**Reports to:** Systems Administrator  
**Directly Supervises:** N/A

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Install, configure or calibrate ICT devices, operating systems and applications.
2. Provide IT technical support and train staff on, among others, data management; IT security protocols; disaster recovery techniques and use of existing or newly installed IT hardware or software.
3. Install and maintain synchronised internal network links and between the Secretariat and its Stakeholders as well as supporting the roll-out of new applications;
4. Monitor and maintain as well as advise on IT security protocols, systems and networks.
5. Establish and maintain user accounts, profiles, file sharing, access privileges, security and backup of data including responding within agreed time limits to call-outs;
6. Maintain inventory of IT hardware/software and other resources including procedural documentation and relevant reports
7. Monitor network activity (Local Area Network and Wider Area Network), implementation of IT programs/ projects and compliance to RUFORUM IT systems standards.
8. Troubleshooting system and network problems and diagnosing and solving hardware or software faults; including replacing parts as may be required
9. Input and maintain IP addresses to provide network access to RUFORUM staff.
10. Testing and evaluating new technology including conducting electrical safety checks on computer and related equipment
11. Establish and manage a database of RUFORUM knowledge, technology and innovations in the agricultural system in liaison with the Knowledge Management Officer
12. Managing and updating RUFORUM's repository and linking in-house developed applications with other online platforms

### **B. Job Requirements**

#### **Academic and Professional Qualifications or Training**

- a) Degree in IT, Computer Science, Computer Engineering, Systems Administration, Information Systems or equivalent, preferably at Master's level.



- b) Web Programming
- c) Software Development
- d) Database Administration and Management

### **Experience**

Four years in IT work

### **Critical Competences**

- a) Ability to develop applications, analyse ICT processes and troubleshoot ICT systems.
- b) Analytical thinking.
- c) Ability to test ICT systems.
- d) Ability to manage ICT infrastructure.
- e) Ability to manage ICT information and application protection platforms
- f) Willingness to work over weekends.

## **RUF/JOB/07/14: Programme Officer, Communication, Publicity and Marketing**

**Office/ Department/ Unit:** Partnerships and Business Management  
**Reports to:** Manager/Partnerships and Business Management  
**Directly Supervises:** N/A

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Review and update strategies for communication, promotion, branding of RUFORUM and marketing of its products.
2. Implement publicity, communications and marketing strategies aimed at enhancing the visibility and visual identity of RUFORUM, its products, enhancing relationships with its partners and networks (including social media) and fostering knowledge sharing.
3. Implement Production of RUFORUM Monthly Newsletter and related publications such as RUFORUM Working Document series
4. Monitor and evaluate the effectiveness of initiatives aimed at promoting RUFORUM as an organization and marketing its products.
5. Organise media, publicity or marketing events and meetings between RUFORUM and its Partners.
6. Upload and update information on suitable platforms, in collaboration with the ICT Unit, that is supposed to be shared with partners and the networks
7. Develop information material that includes handouts, brochures, annual reports, press releases, magazines, newsletters, multimedia programs, videos and films.
8. In liaison with ICT update the RUFORUM website.
9. Provide technical support and guidance to units of the Secretariat, RUFORUM partners and networks on matters regarding communications, publicity and marketing.
10. Organise and facilitate exhibitions and other events that bring together RUFORUM and its partners including the Ministerial and Bi-annual conferences.

11. Compile and update record of RUFORUM contacts including the contacts staff, member universities and networks.
12. Conduct market surveys and report on market trends in relation to RUFORUM products.

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) Masters degree in mass communications, agricultural information & communications management (AICM), business administration (marketing option)
- b) Post graduate diploma in Project Management, Publicity or Public Relations.

### **Critical Competences**

- a) Ability to analyse, make correct deductions and anticipate future trends.
- b) Ability to be creative, generate new or unique ideas and innovative ways of doing things.
- c) Ability to consider the image and credibility before undertaking any course of action.
- d) Ability to scan the internal and external environment for opportunities to propel RUFORUM's image, promotional initiatives and future needs.
- e) Ability to package information to specific effect in line with strategic objectives.
- f) Ability to establish and maintain constructive, friendly, cooperative and mutually beneficial relationships
- g) Good computer skills
- h) Good communications/writing skills
- i) Ability to strive to achieve results.

### **Experience**

At least three years in a similar work, a busy and recognized organisation

## **RUF/JOB/08/14: Programme Officer, Knowledge Management**

**Office/ Department/ Unit:** Partnership and Business Management  
**Reports to:** Manager/Partnership and Business Management  
**Directly Supervises:** N/A

## **A. Job Role**

### **Tasks and Responsibilities**

1. Develop strategy for implementing learning and knowledge management
2. Develop proposals for implementing the approved RUFORUM knowledge management Strategy
3. Package the information such that it can be shared across a diverse spectrum of stakeholders.
4. Coordinate and facilitate external knowledge sharing with like-minded organizations
5. Conduct research, collecting and analyzing information and business intelligence to inform RUFORUM advocacy strategies
6. Develop a complimentary internal communications plan for the dissemination of information across internal teams

7. Provides support for the establishment, nurturing and promotion of communities of practice, collaboration tools such as “activity rooms” to facilitate sharing of ideas and work among internal teams and external partners, workshops, one-on-one coaching, knowledge networks
8. Compile information on RUFORUM products for updating RUFORUM’s institutional repository
9. In liaison with other units especially the IT Officer facilitate development of OERs including e-course modules
10. In liaison with other units especially the IT officer facilitate the use and integration of ICTs in University training, research and outreach.

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) Masters degree in relevant field of science including agriculture, natural resources management and information and communication, Information Science, AICM
- b) Training in informatics, and/or Postgraduate/ Certificate in Project Management.

### **Critical Competences**

- a) Ability to harness existing tools of communication, including ICT platforms, to communicate effectively.
- b) Ability to be creative, generate new or unique ideas and innovative ways of doing things.
- c) Ability to package information for diverse audiences to specific effect and in line with intended objectives.
- d) Ability to establish and maintain constructive, friendly, cooperative and mutually beneficial relationships.
- e) Ability to strive to achieve results.
- f) Ability to use computer software applications that include Microsoft Office – Word, Excel, Access, Powerpoint and comfortably use the internet.

### **Experience**

At least three years in similar work in a large busy recognized organization

## **RUF/JOB/09/14: Programme Officer, Resource Mobilization**

**Office/ Department/ Unit:** Partnership and Business Management  
**Reports to:** Manager/Partnerships and Business Management  
**Directly Supervises:** N/A

## **A. Job Role**

### **Tasks and Responsibilities**

1. Develop innovative strategies for fund raising drives.
2. Implement fund raising initiatives to solicit new contributors or increase the contribution of existing ones.
3. Develop and package RUFORUM as a suitable and viable investment destination.

4. Conduct research and profile potential funding opportunities and their contacts in addition to maintaining up to date contacts of existing funders.
5. Organise events to showcase and market RUFORUM products.
6. Assist the Unit Manager to engage funders to gauge trend of their short, medium and long term funding priorities.
7. Analyse solicitation initiatives and develop proposals for their improvement.
8. Conduct market surveys and sell RUFORUM products.
9. Keep track of all proposals submitted by RUFORUM and reporting requirements and schedules
10. Maintain project contracts and facilitate the development, tracking and reporting on all contracts
11. Maintain a database of MoUs and regularly update
12. Regularly update data base of strategic partners and funding opportunities

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) At least a Masters degree in Commerce, Economics, Investment Banking, Marketing, or Business Administration (marketing option); professional qualifications like Association of Chartered Certified Accountant (ACCA) or Certified Public Accountant (CPA).

### **Experience**

At least three years in resource mobilization in private sector, NGO/international donor supported organization

### **Critical Competences**

- a) Ability to understand the external landscape and use both external and internal sources to generate reliable and accurate information.
- b) Ability to think ahead, plan for contingencies and effectively prepare and organize resources and activities to deal with concerns.
- c) Ability to identify potential opportunities and alternative approaches or actions through use of relevant tools and techniques.
- d) Ability to adopt and implement new practices when original approaches and assumptions are no longer valid.
- e) Ability to identify and influence potential opportunities and to take appropriate action to secure support.
- f) Ability to looks for ongoing and/or additional areas in which collaboration can occur; working within existing and external networks.
- g) Ability to consistently communicate sometimes difficult and complex ideas clearly and effectively.

## **RUF/JOB/10/14: Programme Officer, Planning, Monitoring and Evaluation**

**Job Title:** Program Officer/ Planning, Monitoring & Evaluation

**Office/ Department/ Unit:** Planning, Monitoring & Evaluation

**Reports to:** Manager/ Planning, Monitoring & Evaluation  
**Directly Supervises:** N/A

## **A. Job Role**

### **Tasks and Responsibilities**

1. Contribute to the design and management of a results-based Monitoring and Evaluation System (M&ES), including impact assessment of RUFORUM's activities.
2. Provide technical support and training to units of the Secretariat, M&E Units of member universities and other RUFORUM Partners on the application of M&E reporting formats, tools and instruments.
3. Contribute to the development and updating of RUFORUM strategic and operational plans.
4. Participate in M&E reviews and evaluations at the Secretariat and member universities.
5. Guide the incorporation of lessons learnt from monitoring and evaluation processes for performance improvement at RUFORUM Secretariat and universities.
6. Develop and update M&E manuals and guidelines, formats and procedures/ protocols for various program/ project activities in liaison with Units of the Secretariat.
7. Collaborate with member universities for planning and monitoring and evaluation of implementation of programs/ projects and prepare relevant reports.
8. Contribute to the development and application of the M&E platform on the RUFORUM Management Information System (MIS) to enable computer based monitoring and evaluation, reporting, storage and dissemination of information.
9. Compile data on M&E experiences and practices and develop technical papers for use in learning and wider sharing with the RUFORUM constituency.

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) Masters degree in Economics, Statistics, Agricultural Sciences or relevant field.
- b) Post Graduate Diploma in Monitoring and Evaluation or Project Management.

### **Experience**

Five years' experience in similar work in recognized organization.

### **Critical Competences**

- a) Ability to collect, analyse data and report or disseminate the required information.
- b) Ability to design research or data collection tools and instruments.
- c) Ability to manage projects.
- d) Well-developed communication skills and ability to apply ICT software packages including SPSS (Statistical Packages for the Social Sciences).
- e) Should be a Team player and be able to work in a multi-disciplinary professional team.
- f) Should be results oriented.

## **RUF/JOB/11/14: Programme Officer, Training**

**Office/ Department/ Unit:** Training and Quality Assurance  
**Reports to:** Manager/Training and Quality Assurance  
**Directly Supervises:** N/A

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Liaise with member universities, partner institutions and networks to compile proposals or information on curriculum reform, improved teaching delivery methodology and teaching staff enhancement programs.
2. Coordinate initiatives between member universities, partner institutions, networks, Grants Management Unit and PBM Unit to develop proposals for funding of training.
3. Monitor, evaluate and assess quality of training.
4. Participate in quality reviews for training either at the Secretariat or member universities and prepare appropriate reports.
5. Compile data for generation of need projections to facilitate planning for training.
6. Organize tracer studies and manage a database of RUFORUM alumni and the quality of training.
7. Conduct research and prepare reports on the external environment for training that includes community expectations and assessing the outcome and impact of the training.
8. Implement initiatives to promote recognition of the value of advanced training in agricultural sciences.
9. Engage and communicate with regional program students, including Teaching Assistants undergoing training, and Training Coordinators.
10. Regularly prepare profiles of graduate students and training programmes
11. Source for relevant information in the area of higher education in agricultural sciences both in the region and globally to inform efforts to marshal concerted support for funding of higher education in agriculture.
12. Update database of beneficiaries of training that should also include tracker information on their performance after the training.
13. Update training information in RIMS

### **B. Job Requirements**

#### **Academic and Professional Qualifications or Training**

- a) At least a Masters degree in relevant field of science including agriculture, biological or environmental/ natural resources science.
- b) Post Graduate Diploma in Education Management or Project Management.

#### **Experience**

At least three years in university/research or training institution

#### **Critical Competences**

- a) Ability to prioritise work and work under minimum supervision towards the desired results.
- b) Ability to analyse divergent views objectively.
- c) Ability to be flexible and change approach to achieve the desired outcome.
- d) Ability to relate well with others, create alliances and take advantage of relationships for mutual benefit.
- e) Ability to proactively set and strive to deliver on objectives that are realistic, achievable and challenging.
- f) Ability to anticipate obstacles and think ahead about next steps even when they are not very clear or logical.
- g) Willingness to work over the weekends and readiness to travel at short notice

## **RUF/JOB/12/14: Internal Auditor**

**Office/ Department/ Unit:** Executive Secretary  
**Reports to:** Human Resource and Audit Subcommittee of the Board  
**Directly Supervises:** N/A

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Review accounting and internal control systems and procedures on financial transactions or
2. Procurement and disposal and advise on improvements that may be required.
3. Verify all financial transactions for compliance to existing policy, regulations, procedures and other requirements including appropriate authorization.
4. Evaluate financial and operational risk areas and mitigating measure to address them.
5. Review and advise on financial operating processes and reporting formats to limit risks and ensure that financial management information is reliable, secure and complete.
6. Coordinate the external audit of the RUFORUM's books of accounts.
7. Conduct internal special audits or financial investigations as may be directed by management or the Board.
8. Analyses and prepares reports on risk management and proposals for improving organizational financial performance for consideration by management or the Finance, Audit and Human Resource Committee.

### **B. Job Requirements**

#### **Academic and Professional Qualifications or Training**

- a) Degree in Commerce, Finance, Accounting, Business Administration (finance or accounting option), Public Administration or Management.
- b) Certification by a recognized internal audit professional body like the Institute of Internal Audit or Institute of Internal Auditors Uganda.

#### **Experience**

At least three year experience in public/NGO or private sector with knowledge of donor supported programs

### **Critical Competences**

- a) Ability to use financial and accounting software applications.
- b) Should be a team player.
- c) Ability to prepare accurate and quality internal audit reports according to prescribed reporting formats.
- d) Ability to focus on quality of financial delivery systems.
- e) Ability to effectively communicate financial information.
- f) Knowledge of accounting systems implementation.
- g) Ability to apply process analysis, business intelligence and problem solving techniques.

## **RUF/JOB/13/14: Management Accountant**

**Office/ Department/ Unit:** Finance and Administration  
**Reports to:** Manager/Finance and Administration  
**Directly Supervises:** Finance Officer  
Systems Accountant

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Analyse RUFORUM's financial performance and develop short, medium and long term budget forecasts.
2. Ensure expenditure is within approved budgetary provisions and in line with financial governance and control requirements.
3. Review and supervise implementation of the processing and financial control mechanisms within the financial management system.
4. Analyse financial data for income and expenditure; and carry out variance analysis on budget, identify added value reporting for trend analysis and provide commentary that facilitates forecasting and budgeting requirements.
5. Produce periodic or monthly management accounts and other financial reports.
6. Monitor and report on expenditure trends against actual performance/deliverables and assist in audit preparation.
7. Liaise with service providers to manage FMS
8. Review RUFORUM's financial management system and analyse risk.
9. Review financial reports prepared by other lower level finance staff.
10. Interpret and communicate financial data and information.

### **B. Job Requirements**

#### **Academic and Professional Qualifications or Training**

- a) At least a Bachelor degree in Commerce (Finance and Accounting option), Business Administration (Finance and Accounting option) or equivalent.
- b) Professional accounting certification like Association of Chartered Certified Accountant (ACCA), Certified Public Accountant (CPA), Certified Management Accountant (CMA).



### **Experience**

At least three year experience in audit/finance position with recognized organisation

### **Critical Competences**

- a) Ability to understand intricate business principles and develop strategic recommendations
- b) on finance.
- c) Ability to use financial and accounting software applications.
- d) Should be a team player.
- e) Ability to undertake critical analysis of budget processes, expenditure control, budget performance and problems on finance and accounting.
- f) Ability to effectively analyse, summarise and communicate complex financial information.
- g) Ability to work calmly under pressure.
- h) Ability to attend to detail, focus on quality and spot errors or mistakes at an early stage.
- i) Extensive knowledge of accounting systems implementation.

## **RUF/JOB/14/14: Financial Officer**

**Office/ Department/ Unit:** Finance and Administration

**Reports to:** Management Accountant

**Directly Supervises:** N/A

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Interpret and guide on budget control procedures, budget implementation and budget Consumption
2. Analyse and report on expenditure trends and accounts balances in relation to the approved budget and performance results.
3. Examine and advise on all requests for expenditure, funding commitments or funds transfers to ensure that they are within the provisions of the budget, financial regulations and procedures.
4. Monitor and report on implementation of the budget and budget performance.
5. Prepare financial forecasts and cash flow projections on the basis of the existing or changing objectives of RUFORUM.
6. Liaise with Managers on matters relating to their capital and operating budgets.
7. Prepare financial reports on actual revenues, funds transfers and actual expenditure.

### **B. Job Requirements**

#### **Academic and Professional Qualifications or Training**

- a) Degree in Commerce (Finance and Accounting option), Business Administration (Finance and Accounting option) or equivalent.
- b) Professional accounting certification like Association of Chartered Certified Accountant (ACCA), Certified Public Accountant (CPA). Certified Management Accountant (CMA).

## **Experience**

Five year experience in budget preparation and control in large organisation

## **Critical Competences**

- a) Ability to use financial and accounting software applications.
- b) Should be a team player.
- c) Ability to undertake critical analysis of budget processes, expenditure control, budget performance and problems on finance and accounting.
- d) Ability to prepare accurate and quality financial reports according to prescribed reporting formats.
- e) Ability to effectively communicate financial information.
- f) Ability to work calmly under pressure.
- g) Ability to exercise good financial judgment and discretion.
- h) Knowledge of accounting systems implementation.

## **RUF/JOB/15/14: System Accountant**

**Office/ Department/ Unit:** Finance and Administration

**Reports to:** Management Accountant

**Directly Supervises:** Accounts Assistant

### **A. Job Role**

#### **Tasks and Responsibilities**

1. Implement financial management system or accounting software
2. Monitor, evaluate and analyse feedback on performance of financial management systems to ensure it is user friendly and that all finance and accounting functions remain accurate and efficient.
3. Identify financial information needs of RUFORUM and in liaison with ICT Unit, conduct systems rescale or upgrades to accommodate additional new critical features or financial functions, improve on existing ones or remove those considered obsolete.
4. Analyse existing manual financial management processes to establish those that can be automated.
5. Oversee the migration of financial data from an existing financial management system to a new one or to another platform.
6. Provide decision support and risk management within financial services delivery areas.
7. Develop effective financial control mechanisms within the environment of the financial management system in collaboration with the Internal Auditor.
8. Develop financial reporting infrastructure to support the RUFORUM financial reporting platform and make available any financial information that is required.

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) A Bachelor's degree in Commerce, Finance, Accounting, Business Administration (finance or accounting option) or professional accounting certification like Association of Chartered Certified Accountant (ACCA), Certified Public Accountant (CPA), Certified Management Accountant (CMA).
- b) Additional post-graduate qualifications or training in Systems Analysis or Computer Science.

### **Experience**

At least three year experience in similar work in recognized organisation

### **Critical Competences**

- a) Ability to use financial and accounting software applications.
- b) Should be a team player.
- c) Ability to undertake critical analysis of financial processes and financial control mechanisms and solve problems on finance and accounting.
- d) Ability to prepare accurate and quality financial reports according to prescribed reporting formats.
- e) Ability to focus on quality of financial delivery systems.
- f) Ability to effectively communicate financial information.
- g) Knowledge of accounting systems implementation.

## **RUF/JOB/16/14: Accounts Assistant**

**Office/ Department/ Unit:** Finance and Administration

**Reports to:** Systems Accountant

**Directly Supervises:** N/A

## **A. Job Role**

### **Tasks and Responsibilities**

1. Prepare payment vouchers and process approved requests for funds.
2. Prepare, update and keep record of financial transactions including petty cash vouchers.
3. Undertake reconciliation of debtors, creditors/ suppliers and donor records.
4. File and ensure compliance with all statutory obligations for example PAYE, NSSF, WHT and Local service tax.
5. Issue cheques and make cash payments non salary requests (including office imprest).
6. Deposit or withdraw cash from Bank, collect and keep bank statements and carry out bank reconciliation.
7. Prepare or compile accountabilities and follow up on cash advances.
8. Retrieve all the required records to support the Audit processes.

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) Degree in Commerce (Finance and Accounting option), Business Administration (Finance and Accounting option) or at least level 2 of a professional accounting certification like Association of Chartered Certified Accountant (ACCA), Certified Public Accountant (CPA), Certified Management Accountant (CMA).

### **Experience**

Two year experience

### **Critical Competences**

- a) Ability to use financial and accounting software applications.
- b) Should be a team player.
- c) Ability to apply accounting principles, financial standards, regulations, systems of internal control and prepare accurate, clear and concise financial reports.
- d) Ability to effectively communicate financial information.
- e) Ability to work calmly under pressure.

## **RUF/JOB/17/14: Administrative Assistant**

**Office/ Department/ Unit:** Finance and Administration  
**Reports to:** Human Resource and Administration Officer  
**Directly Supervises:** Office Assistant  
Driver  
Grounds persons  
Security Guard

## **A. Job Role**

### **Tasks and Responsibilities**

1. Provide secretarial services including drafting or typing letters, memos and other office communication or correspondence.
2. Establish and manage the registry for easy custody and retrieval of records.
3. Provide routine information and correspondence between RUFORUM and its Stakeholders and attend to basic inquiries.
4. Make travel arrangements and hotel bookings for the Secretariat, Delegates/ Guests and for various functions.
5. Maintain and update staff records, health and travel insurance; schedule of staff leave and inventory of assets including supplies and equipment.
6. Under the supervision of the Deputy Executive Secretary, facilitate procurement process
7. Develop and maintain record of administrative contacts.
8. Coordinate logistical support and provision of transport.
9. Receive, record and forward incoming mail and correspondence and dispatch that which is outgoing.
10. Supervise cleaning, security, maintenance and beautification, logistics services and implement health and safety standards.
11. Manage the stores including issuing of general supplies and sundries.

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) Degree in Human Resource or business administration or related fields;
- b) Postgraduate Diploma in Human Resource Management

### **Experience**

At least three years' experience

### **Critical Competences**

- a) Ability to relate well with others.
- b) Ability to organize and file.
- c) Ability to use computer software applications that include Microsoft Office – Word, Excel, Access, Powerpoint.
- d) Ability to work with minimum supervision.
- e) Knowledge of health and safety at the workplace.