

# We are hiring



OFFICE OF  
THE PRIME  
MINISTER



Co-funded by the  
European Union



**KONRAD-ADENAUER-STIFTUNG UGANDA (KAS)** seeks to recruit highly motivated and qualified professionals to fill the positions of a Project Accountant, a Project Officer and a Project Assistant for the project “Strengthening Performance and Accountability through Community Engagement” under the EU-funded Development Initiative for Northern Uganda (DINU). If you meet the criteria, then you are the one we are looking for! Please send in your application by the 3rd February 2020, 5:00pm. Qualified female candidates are encouraged to apply. Disabled applicants with equal qualification and aptitude will be given preferential consideration.

## BACKGROUND

Konrad-Adenauer-Stiftung, together with RIAMIRIAM Civil Society Network - Karamoja, Lira NGO Forum in Lira, MAYANK Anti-Corruption Coalition (MACCO) in Arua, will be implementing the 30-month project **SPACE (Strengthening Performance and Accountability through Community Engagement)**. The project is supported by the European Union in partnership with the Government

of Uganda and aims at improving downward accountability and performance of local governments in Northern Uganda. The target districts are comprised of Amuria, Napak, Moroto, Lira, Gulu, and Arua. The project strongly leverages strengthening participation of local communities and will focus on achieving the following specific objectives;

1. To enhance downward accountability mechanisms through strengthening the role of civil society organisations (CSOs), media, members of local councils, service user committees and other civil society actors in local governance and through promotion of accountable and responsive services delivery; and
2. To foster the oversight role of CSOs and other actors by strengthening their collaboration with Local Governments to undertake Local Government performance assessments and coordinated approaches to monitoring of service delivery and implementation of Local Government plans or national programmes



JOB TITLE:	DUTIES AND RESPONSIBILITIES:	QUALIFICATIONS:	SKILLS:
<p><b>PROJECT ACCOUNTANT – SPACE</b> (1 Position)</p> <p><b>ORGANISATION:</b> Konrad-Adenauer-Stiftung</p> <p><b>REPORTS TO:</b> Project Manager</p> <p><b>DUTY STATION:</b> Kampala</p>	<ul style="list-style-type: none"> <li>• Manage financial transactions under the budget of the KAS-DINU Project</li> <li>• Manage bookings within the electronic accounting and reporting system of the project</li> <li>• Manage all bank accounts for the KAS-DINU Project</li> <li>• Keenly monitor and track project expenditure and contribute to annual financial planning and reporting</li> <li>• Prepare monthly, quarterly and annual reports in a timely manner</li> <li>• Maintain an electronic and hardcopy filing system for the office documents</li> <li>• Offer technical support and guidance to partner organisations on accounting and finance guidelines</li> <li>• Coordinate correspondences with contractors, service providers and relevant authorities</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant for the Project Accountant job opportunity should hold a university degree in finance, accounting, business administration, commerce or similar with a bias in accounting and/or a diploma in accounting with professional qualifications such as ACCA, CPA or CIMA</li> <li>• At least four years' relevant professional work experience in an international/reputable organisation</li> <li>• Previous experience working with an EU project will be an added advantage</li> <li>• Proven knowledge of generally acceptable accounting principles and internal control procedures</li> <li>• Previous exposure and experience in office administration</li> <li>• Experience in personnel supervision and management is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent computer skills and competence with Microsoft Office applications</li> <li>• Excellent communication skills, both oral and written</li> <li>• Good team-work orientation, interpersonal and intercultural skills</li> <li>• Excellent organisational skills and problem-solving ability</li> <li>• A high measure of integrity, reliability, independence and flexibility</li> <li>• Openness to learn and ability to adapt to new skills</li> </ul>
<p><b>PROJECT OFFICER – SPACE</b> (1 Position)</p> <p><b>ORGANISATION:</b> Konrad-Adenauer-Stiftung</p> <p><b>REPORTS TO:</b> Project Manager</p> <p><b>DUTY STATION:</b> Kampala (with frequent travels to Northern Uganda)</p>	<ul style="list-style-type: none"> <li>• Coordination of planning and implementation of project activities in cooperation with the Project Assistant and under the supervision of the Project Manager</li> <li>• Conceptualisation and design of project activities in consultation with the Technical Advisor and Project Manager</li> <li>• Liaising with external experts and coordinating consultancy tasks</li> <li>• Assisting the Project Manager in project reporting tasks</li> <li>• Coordination of the project monitoring and evaluation system</li> <li>• Direct and frequent communication and cooperation with the regional coordinators</li> <li>• Assisting in the supervision of project accounting if delegated by the Project Manager</li> <li>• Coordinate media coverage and website content for maximum visibility</li> <li>• Other related tasks assigned by the Project Manager from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant should at least hold a first degree in humanities or any other relevant university degree from a reputable university</li> <li>• At least 4 years' experience with international or reputable organisations working within the spectrum of democracy, accountability and promotion of good governance at national and local levels in the greater North of Uganda</li> <li>• Good knowledge and at least three years' practical experience in governance and accountability programming in rural Uganda, preferably within the greater Northern sub-region</li> <li>• Experience in working with women and youth advocacy programmes is an added advantage</li> <li>• Practical project management experience, including strong skills and experience in M&amp;E, report writing, participatory planning, financial management, and partnership management</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent English language skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent computer skills and competence with Microsoft Office applications</li> <li>• Both a team player as well as able to work independently with minimum or no supervision</li> <li>• A high measure of integrity, reliability, independence and flexibility</li> <li>• Openness to learn and ability to adapt to new skills</li> <li>• Readiness to undertake frequent travels to Northern Uganda</li> </ul>
<p><b>PROJECT ASSISTANT – SPACE</b> (1 Position)</p> <p><b>ORGANISATION:</b> Konrad-Adenauer-Stiftung</p> <p><b>REPORTS TO:</b> Project Officer</p> <p><b>DUTY STATION:</b> Kampala (with frequent travels to Northern Uganda)</p>	<ul style="list-style-type: none"> <li>• Monitor implementation of project activities under supervision of the Project Officer</li> <li>• Support the Project Officer, Project Manager and Technical Advisor in the planning of project activities</li> <li>• Organise project activities in cooperation with the regional coordinators and under supervision of the Project Officer</li> <li>• Assist the Project Officer in project reporting tasks and evaluation</li> <li>• Direct and frequent communication and cooperation with the regional coordinators, service providers and facilitators</li> <li>• Coordinate media coverage and website content for maximum visibility</li> <li>• Other related tasks assigned by the Project Officer from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant first degree in humanities or any other relevant discipline</li> <li>• At least 2 years' experience in development and project-based work</li> <li>• Proven practical experience in conducting trainings in civic education and accountability</li> <li>• Experience of geography of greater Northern Uganda and knowledge of local environment in Northern Uganda</li> <li>• Ability to coordinate well with personnel within and outside the project</li> <li>• Good mobilisation skills</li> <li>• Report and concept writing skills</li> <li>• Ability to beat deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent English language skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent computer skills and competence with Microsoft Office applications</li> <li>• Both a team player as well as able to work independently with minimum or no supervision</li> <li>• A high measure of integrity, reliability, independence and flexibility</li> <li>• Openness to learn and ability to adapt to new skills</li> <li>• Readiness to undertake frequent travels to Northern Uganda</li> </ul>

#### Required Competencies for all positions

- Planning
- Proactive problem solving
- Contributing to team success
- Managing work
- Building partnerships
- Communicating with impact
- Initiating action
- Information monitoring
- Adaptability
- Respect
- Integrity
- Diversity
- Accountability

#### How to Apply:

All suitably qualified and interested candidates are encouraged to submit an electronic application including a motivation letter (1 page), a detailed CV, copies of relevant academic qualifications, certificates, and reference letters and contact details (email and telephone) of at least two referees to: [info.kampala@kas.de](mailto:info.kampala@kas.de).

**The submission deadline is 3rd February 2020, by 5:00pm EAST.**