



Uganda AIDS Commission Secretariat

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EMPLOYMENT OPPORTUNITY

The Uganda AIDS Commission was established by Statute of Parliament in February 1992 to coordinate HIV/AIDS issues in Uganda. It is an organisation with a vision of a population free of HIV/AIDS and its effects; and a mission to provide the overall leadership in the coordination and management of the HIV/AIDS National Response. The Commission, after Institutional Review exercise, seeks to recruit highly skilled, experienced and motivated persons to fill the following positions.

- (1) **Job Title** : **Director – Partnerships**
Salary Scale : **UAC 2**
Reports to : **Director General**
Responsible for : **Head – National Response**
Head – Decentralized Response

Job Purpose: To coordinate the identification, establishment / strengthening of collaboration and working linkages with UAC Partners in the National response to HIV / AIDS.

Key Outputs

- i. Guidelines for the participation of partners in the HIV / AIDS National responses developed;
- ii. Logistical support of the operations of the Partnership Committee and the other organs of the partnership mechanisms provided;
- iii. Activities of SCEs in the national response effectively coordinated.
- iv. Guidelines for the establishment of networks and partnerships amongst stakeholders at different levels developed.

Key Duties and Responsibilities

- i. Coordinate the review and development of guidelines for the establishment of networks and partnerships amongst stakeholders at different levels for a harmonized response
- ii. Coordinate the development and present guidelines for the participation of partners in the nation response to UAC top management and partners
- iii. Plans and Organizes for logistical support for the operations of the partnership Committee and the other organs of the partnership mechanism
- iv. Coordinate the activities of the SCEs in the national response
- v. Attends meetings, workshops and conferences to advocate and seek support for UAC;
- vi. Supervises and appraises performance of the staff of the Directorate;
- vii. Deputizes the DG as may be designated from time to time;
- viii. Coordinates the preparation and presents work plans, budgets and performance reports of the Directorate;
- ix. Accounts for fiscal and other resources of the Directorate.

Person Specifications

Qualifications: An Honours Bachelors degree in Development Studies, Social Sciences or Social Work & Social Administration from a recognized University plus Masters Degree in Public Administration, Management, Business Administration or Development Studies from a recognized University or Institute.

Experience: Minimum of twelve (12) years working experience five (5) of which must have been served at Senior Management level in Government or equivalent level of experience in a reputable organization.

Competences: Sound knowledge of HIV / AIDS policies, plans and response strategies; Communicate effectively; Planning, organizing and coordinating; Problem solving and decision making; Strategic thinking; Leadership and team work; Accountability; Public relations and customer care; Coaching and mentoring; Negotiation; Networking; Running effective meetings

(2) Job Title	:	<i>Director – Finance and Accounting</i>
Salary Scale	:	<i>UAC 2</i>
Reports to	:	<i>Director General</i>
Responsible For	:	<i>Chief Accountant</i>

Job Purpose: To provide guidance and technical support to the UAC Management on proper management and accountability for the financial resources in accordance with the current financial management and accountability laws and regulations.

Key Outputs

- i. UAC financial requirements forecasted and budgets developed.
- ii. Final books of accounts and accounting records timely prepared;
- iii. Periodic and annual UAC financial statements and reports prepared;
- iv. Audit queries and mandatory inquiries timely answered;
- v. Technical guidance and support provided to UAC management on financial management matters;
- vi. Financial management policy, regulations and professional practices in all UAC financial transaction adhered to;
- vii. UAC expenditures financed by the various donors monitored;

Key Duties and Responsibilities

- i. Forecasts financial requirements and co-ordinates the consolidation of UAC budgets;
- ii. Coordinates the Preparation of final books of accounts and accounting records;
- iii. Coordinates preparation and submits periodic financial statements and reports;
- iv. Coordinates preparation of responses to audit queries and mandatory inquiries whenever necessary;
- v. Provides technical guidance and support to UAC management on financial management matters;
- vi. Enforces adherence to financial management policy, regulations and professional practices in all financial transactions.
- vii. Attends meetings, workshops and conferences to advocate and seek support for UAC;
- viii. Supervises and appraises performance of the staff of the Directorate;
- ix. Deputizes the DG as may be designated from time to time;
- x. Accounts for fiscal and other resources of the Directorate.

Person Specifications

Qualifications: An Honours Bachelors Degree B.Com or BBA plus full Professional Accounting Qualification such as ACCA, CPA, ACIS and CPE from recognized institution.

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized institution and accredited by Institute of certified Public Accountants of Uganda (ICPAU). Member of a recognised Accounting body. A Masters Degree with a bias in Business Administration or Management field from a recognized awarding institution

Experience: Minimum of twelve (12) years working experience five (5) of which must have been served at senior Management level in Government or equivalent / relevant level of experience in a reputable organization.

Competence: Financial Management; Planning, Budgeting and coordinating; Information and Communications Technology; Accountability; Problem solving and Decision making; Team Work; Communicating Effectively; Concern for quality and standards, and Ethics and Integrity.

(3) Job Title	:	<i>Director – Human Resource and Administration</i>
Salary Scale	:	<i>UAC 2</i>
Reports to	:	<i>Director General</i>
Responsible for	:	<i>Human Resource Officers</i>

Job Purpose: To provide leadership, professional guidance and support to Management of UAC in the execution of the administrative and human resource management functions.

Key Outputs

- i. Appropriate Human Resource Management policies, procedures and guidelines developed for UAC;
- ii. Adequate professional legal service provided to the UAC;
- iii. Effective administrative services provided to UAC,
- iv. Secretarial services effectively provided to the Board meetings;
- v. UAC`s Human Resource Management strategies, plans and reports developed.
- vi. Entry, stay and exit of the Human Resources of UAC effectively managed;

Key Duties and Responsibilities

- i. Coordinates the review, development and implementation of appropriate Human Resource Management policies, procedures and guidelines and programmes for UAC;
- ii. Ensures provision of adequate professional legal service to the Commission;
- iii. Oversees and ensures provision of effective administrative services to UAC,
- iv. Provides administrative support to the Director General in organizing and facilitating the Board of Commission meetings;
- v. Liaises with other Directors and departmental heads in the preparation of UAC`s Human Resource Management strategies, plans and reports for the attention of the Director General and UAC Board;
- vi. Coordinates the provision of technical support and guidance on general administration, utilization and safety of UAC`s infrastructure, assets and equipment;
- vii. Attends meetings, workshops and conferences to advocate and seek support for UAC;
- viii. Supervises and appraises performance of the staff of the Directorate;
- ix. Deputizes the DG as may be designated from time to time;
- x. Coordinates the preparation and presents work plans, budgets and performance reports of the Directorate;
- xi. Accounts for fiscal and other resources of the Directorate.

Person Specifications

Qualifications: An Honors Bachelors Degree in Social Sciences, Humanities or Management from a recognized awarding institution plus A Masters Degree in either Human Resources Management, Organisational Psychology or Public Administration from a recognised awarding institution

Experience: Minimum of ten (12) years working experience five (5) of which must have been served at Senior Management level in Government or equivalent/ relevant level of experience in a reputable organization.

Competences: Communicating Effectively; Management of Organizational Environment; Information and Communications Technology; Accountability; Counseling, conflict management and Interpersonal skills; Problem solving and Decision Making; Team Work; Concern for quality and standards; and Ethics and Integrity;

(4)	Job Title	:	Chief Internal Auditor
	Salary Scale	:	<i>UAC 3</i>
	Reports to	:	<i>UAC Board</i>
	Responsible for	:	<i>Internal Auditor</i>

Purpose of the Job: To provide technical leadership, support and guidance to the UAC in its management of its financial and related transactions and to ensure the reliability of its internal controls systems and compliance with financial and accounting rules, regulations and accounting principles.

Key Outputs

- i. Adequacy and effectiveness of the UAC's internal control systems reviewed to ensure soundness, adequacy, application and efficiency;
- ii. UAC's books of accounts examined to ensure that they are managed in conformity with UAC's Financial and Accounting Manual and the Generally Acceptable Accounting Practices (GAAP);
- iii. Potential fraud, omissions and commission areas of risks identified and guarded against;
- iv. Issues of poor financial and operations performance in the Commission identified corrective measures recommended;
- v. UAC's financial statements timely audited in accordance with established accounting and auditing principles and procedures;
- vi. Audit report process effectively managed and Audit Reports timely submitted to the Board of the Commission and its top management;
- vii. Value for money assessment of the on-going programmes, financial transactions, and accountabilities carried out and the Commission accordingly advised;
- viii. UAC's financial transactions effectively reviewed and verified;
- ix. UAC's procurement and disposal of goods and services verified conformity to the Public Procurement and Disposal of Public Assets requirements ensured;
- x. Internal Audit Plans, programmes and budgets timely prepared and submitted;

Key Duties and Responsibilities

- i. Examines and evaluates the adequacy and effectiveness of the UAC's internal control systems to ensure soundness, adequacy, application and efficiency of the management, financial, accounting and other operating controls to counter potential risks;
- ii. Examines UAC's books of accounts to ensure that they are managed in conformity with UAC's Financial and Accounting Manual and the Generally Acceptable Accounting Practices (GAAP).
- iii. Identifies potential fraud, omissions and commission areas of risks and put in place measures to safeguard against the risks;
- iv. Identifies issues of poor financial and operations performance in the Commission and recommend measures to improve the performance and add value.
- v. Audits the financial statements of the Commission to determine the financial position of the Commission, changes in the net assets and cash flows in accordance with established accounting and auditing principles and procedures
- vi. Manages the audit report process including preparation, compilation and delivery of audit reports to the Board of the Commission and its top management.
- vii. Carries out value for money assessment of the on-going programmes, financial transactions, and accountabilities; and advise the Commission accordingly
- viii. Reviews and verifies UAC's financial transactions, identify cost saving and financial recovery centres and advise the Commission appropriately.
- ix. Provides technical support and guidance to the Commission in regard to accounting procedures, compliance with Commission policies and legislation.
- x. Ensures that procurement and disposal of goods and services by the commission conform to the Public Procurement and Disposal of Public Assets requirements.
- xi. Prepares and submits Internal Audit Plans, programmes and budgets in the relevant authorities.

Person Specifications

Qualifications: Honors Bachelors degree in Accounting or Auditing from a recognized awarding institution plus full Professional qualifications in Accounting or Auditing from a recognized a recognized awarding Institution;

Or Full Professional qualifications in Accounting or Auditing from a recognized awarding Institution plus a minimum of Masters Degree in Financial Management or Auditing or Business Administration from a recognized Institution
Full membership to a Professional Body either APA, ACCA, CIMA or any other internationally recognized.

Experience: At least 10 years of working experience 3 of which must have been at senior management level with an organization focus on Financial/Operational Auditing/ Information Systems Auditing.

Competences: Financial Auditing skills; Programme auditing skills; Investigative interviewing skills; Investigation and Report writing skills; Analytic al skills; Effective Communication; Public and interpersonal relations; and Application of relevant auditing software.

(5)	Job Title	:	Procurement Officer
	Salary Scale	:	UAC3
	Reports to	:	Director General
	Responsible for	:	Procurement Assistant

Purpose of the Job: To coordinate and manage the procurement of goods and services of the Commission in accordance with the Public Procurement and Disposal Act and other applicable rules and regulations.

Key Outputs

- i. Procurement plans and strategies for the Commission developed and implemented;
- ii. Management of UAC supported in Contracts Management;
- iii. Contracts Committee, user departments and suppliers effectively guided on the correct procurement procedures and recommended procurement methods and specifications;
- iv. Timely delivery of the procured goods and services and the corresponding payments ensured.
- v. Technical Support provided to the Contracts Committee and Management in taking early action to identify and address poor contractor and supplier performance.
- vi. Procurement and disposal documentation effectively managed and their safe custody ensured;
- vii. Performance reports timely prepared and submitted to the Contracts Committee and Public Procurement and Disposal of Public Assets Authority (PPDA)
- viii. Advertisement and sell of bid documents managed and a suppliers list maintained;
- ix. Receipt, opening and evaluation of the procurement bids well coordinated;
- x. Resources and performance of the Procurement Unit accounted for.

Key Duties and Responsibilities

- i. Develops and ensures implementation of the procurement plans and strategies for the procurement of all relevant goods and services for the Commission;
- ii. Supports UAC Management in Contracts Management including preparation and issue of contracts and monitoring implementation;
- iii. Liaises with the Legal Unit and Office of the Chief Accountant to provide the necessary bid documents to prospecting suppliers of goods and services to the Commission.
- iv. Guides and advises the Contracts Committee, user departments and suppliers on the correct procurement procedures and recommended procurement methods and specifications;
- v. Liaises with the Legal Unit, Office of the Chief Accountant and the suppliers to ensure timely delivery of the procured goods and services and the corresponding payments.
- vi. Supports the Contracts Committee and the Commission Management in taking early action to identify and address poor contractor and supplier performance.
- vii. References, verifies and manages the procurement and disposal documentation and ensures their safe custody;

- viii. Prepares periodic performance reports to the Contracts Committee and Public Procurement and Disposal of Public Assets Authority (PPDA)
- ix. Manages the advertisement and sell of bid documents and maintaining a suppliers list.
- x. Coordinates the receipt, opening and evaluation of the procurement bids in liaison with the technical experts and user departments
- xi. Monitors market trends and conditions and advise Management on competitive pricing;
- xii. Plans, budgets, requisitions and accounts for the resources and performance of the Procurement Unit.

Person Specifications

Qualifications: An Honors Bachelors Degree in Procurement/Supply Chain Management from a recognized awarding Institution. A bachelor's Degree in a Non supply chain management discipline, plus a post graduate Diploma in Public Procurement Management from a recognized awarding institution.

Or full Professional qualification in Supply Chain Management (CIPS) plus a post graduate Diploma in Procurement Management from a recognized awarding Institution.

Experience: At least ten (10) years working experience, three (3) of which must have served at a Senior Procurement Officer level in Government or a reputable organization.

Competences: Effective communication; Planning and organizational skills; Good negotiation and communication skills; Expert Knowledge and understanding of the Procurement Act, guidelines and practices; High morals and integrity; Concern for Quality and Standards; Knowledge of donor procurement conditions.

For all positions check on our website: www.aidsuganda.org

How to apply: If you believe that you meet our requirements, have the necessary skills and required experience, apply attaching copies of your academic and professional certificates/testimonials and your CV showing your postal address, names of 3 referees and a daytime telephone contact, to the Director General, using the address below so as to reach not later than **2nd December 2011**. Only short listed candidates will be contacted. Applications received after the closing date will not be considered.

Submit application to: Director General, Uganda AIDS Commission, Plot 1-3 Salim Bay Road, Ntinda; P.O Box 10779, Kampala – Uganda. E-mail: uac@uac.go.ug