



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Finance &amp; Admin Assistant(6)</b>
<b>Reports to:</b>	<b>Contracts Officer</b>
<b>Program/Project:</b>	<b>USAID/ICYD Activity</b>
<b>Location:</b>	<b>Kampala, Mbale, Hoima, Lira, Masaka, Mubende - Uganda</b>

### Background

The USAID Integrated Child and Youth Development Activity (USAID ICYD Activity) aims to improve learning outcomes, advance HIV epidemic control in Uganda, and ensure that children and youth have the opportunity to lead resilient, healthy and productive lives. The USAID ICYD Activity will deliver critical HIV/GBV/violence prevention and response services to children and youth and their families in communities, clinics, and schools. Within USAID’s Journey to Self-Reliance Framework, USAID ICYD Activity will build the operational and technical capacity of four Ugandan National Partner organizations to pass NUPAS and become direct recipients of USG funding within two years while strengthening government capacity to deliver core services to children within an integrated referral network and case management approach that operationalizes Uganda’s new child policy. Local partners will deliver OVC services across their zone of operation. WEI/Bantwana is a leader in OVC programming and organizational capacity development in high HIV prevalence countries in southern and eastern Africa.

Applicants must be based and have a valid work permit to work in Uganda. *Qualified applicants should submit their CV and supporting materials to [BantwanaICYD@ug.worlded.org](mailto:BantwanaICYD@ug.worlded.org) with the position you are applying for in the subject line.*

### Job Summary

The Finance and Admin Assistants will provide support to the Contracts Officers so as to ensure that the Partners are compliant with WEI/Donor regulations and that Donor funds are safeguarded and used for intended purposes.

Key Result Areas	Specific Responsibilities and Duties:
	<ol style="list-style-type: none"> <li>1. Assist Contracts Officers in reviewing partner financial reports and supporting document to ensure they are accurate and comply with 1) good accounting practices 2)WEI/USAID rules and regulations</li> <li>2. Raise voucher review queries with partners and follow up responses</li> <li>3. Draft liquidation covers</li> <li>4. Updating all partner files</li> <li>5. Assist Contracts Officers to address field link queries</li> <li>6. Ensuring that partners comply with all set provisions of sub-award agreements and partner policies and procedures.</li> <li>7. Reporting compliance issues and activities on a regular basis to the Supervisor</li> <li>8. Preparing formal and informal responses to investigations, inquiries, and requests with guidance from the Supervisor.</li> </ol>

	<p>9. Support the Zonal administration function working hand in hand with the partner admin officers on ground</p>
<p><b>Specifications</b></p>	<p><b>Qualifications, Experience, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Relevant university degree, preferably Accounting &amp; Finance or related field</li> <li>• Minimum of at least 2 years' of experience.</li> <li>• Ability to read, speak and write English.</li> <li>• Good Interpersonal skills.</li> <li>• Team player,</li> <li>• Ability to use office equipment like photocopiers, printers, scanners and computer.</li> <li>• High level of integrity and confidentiality.</li> <li>• Ability to work on own initiative / proactive attitude</li> <li>• High Organisational Skills</li> </ul>