



## KABAROLE RESEARCH & RESOURCE CENTRE (KRC-UGANDA) JOB ADVERT

### ABOUT KRC-UGANDA

Kabarole Research and Resource Centre-Uganda (KRC-Uganda) is a Non-Governmental Organization established in 1996. It operates in Uganda with its head office in Fort Portal, a national coordination office in Kampala, and field offices in Kyaka II, Kyangwali, BidiBidi, Rhino Camp, and Rwamwanja Refugee settlements. With a mission centered on research and a long-term dedication to understanding the measures and drivers of poverty and its solutions, KRC-Uganda has been actively working with youths, farmers, women, refugees, and local communities in Western Uganda. Over the years, KRC-Uganda has gained extensive experience in implementing agribusiness programs that align with community priorities, contributing significantly to sustainable and equitable socio-economic development.

Based on the above background, KRC-Uganda invites applications from interested, qualified, dynamic and competent Ugandans for the following positions.

### POSITION1: FINANCE & COMPLIANCE OFFICER

<b>JOB TITLE</b>	<b>FINANCE &amp; COMPLIANCE OFFICER</b>
Reporting to	Head of Finance Manager
Other reporting lines	KRC-Uganda Executive Director and Heads of Units
Job Duty Station	KRC-Uganda Kampala national office with occasional visits to partners in the Rwenzori and Lango regions.
Contract Length	1 year renewable based on performance & availability of resources
Probation period	3 months
Scale	A7
Basic salary amount per month	<b>UGX 3,695,385</b>
Terms	Full time
Start Date	1 <sup>st</sup> September 2024

### Job Description:

The Finance & Compliance Officer will support in finance and administrative functions, in terms of implementation of internal controls at various levels of financial transactions flow, overall financial accounting process in accordance with the generally accepted accounting principles and CECE accounting and financial guidelines. S/he will be responsible for office administration, procurement, payments, reporting, logistics, fleet management and ensuring compliance.

### Specific Job Roles

**Tasks:** The tasks to be performed shall include but are not limited to:

## **A) Finance**

1. Manage the cash register and ensure accurate recording of transactions.
2. Facilitate payments at the bank and maintain proper documentation.
3. Follow up on outstanding balances with partners and staff, ensuring timely closure.
4. Maintain clear records, collect accountability, scan and upload justification documents.
5. Check financial reports and supporting documents and strengthen existing practices.

## **B) Compliance**

6. Prepare compliance reports, including the annual reports for the NGO bureau, Personal Data Protection Office, Financial Intelligence Authority, local tax reporting. and other regulatory bodies
7. Ensure proper registration and timely renewal of permits with relevant institutions, such as the NGO bureau, URSB, FIA and PDPO, in accordance with Ugandan law.
8. Keeps abreast with all laws and regulations and their evolution and take adequate measures to assure continued compliance.
9. Office Administration Tasks:
10. Procure small office items and manage inventory effectively.
11. Support asset management through accurate documentation and regular updates.
12. Maintain the designated office space, ensuring it remains clean, organized, and in good condition.
13. Welcome visitors in a professional manner and provide assistance as needed.
14. Fleet management.

## **C) Organizational**

15. Assist in partner meetings by taking minutes and providing administrative support.
16. Coordinate logistics and assist in the practical organization of events, including international visits.
17. Undertake other tasks as assigned by the supervisor to support the smooth functioning of the organization.

## **Qualifications**

1. Bachelor's degree in Finance, Business Administration, or a related field.
2. Proven experience in financial management, compliance, and office administration.
3. Strong understanding of Ugandan financial regulations and compliance requirements.

## **Requirements and skills**

1. Excellent organizational skills and attention to detail.
2. Proficiency in Microsoft Office suite, Excel in particular.
3. Ability to communicate effectively and work collaboratively in a multicultural environment.
4. Fluency in English in speaking and writing is essential; knowledge of local languages is an advantage.

## POSITION 2: HUMAN RESOURCE ASSISTANT

<b>JOB TITLE</b>	<b>Human Resource Assistant</b>
Reporting to:	Human Resource Officer
Job Duty Station	KRC-Uganda Head Office, Fort Portal
Contract Length	1 year renewable based on performance & availability of resources
Probation period	3 months
Basic salary amount per month	<b>UGX 618,462</b>
Terms	Full time
Start Date	1 <sup>st</sup> September 2024

### Job description:

The Human Resource Assistant will provide administrative, documentation and record management by regularly updating staff annual leave tracker, staff contract tracker, timely filing of documents, drafting staff contracts and appointment letters, support recruitment process and handle other Human Resource tasks. S/he should be able to maintain high levels of confidentiality

### Specific job roles

1. Disseminate job adverts on career pages, social media and notice boards
2. Receive, record and file job applications
3. Make calls to shortlisted applicants informing them of interview date, time and venue
4. Prepare venues and required tools to be used during interviews
5. Regular monitoring and updating of annual leave tracker and staff contract expiry tracker
6. Notify the Human Resource Officer about staff contract expiry two months prior
7. File HR documents with guidance from the Human Resource Officer
8. Ensure that all staff files are updated
9. Distribute physical and digital training materials during trainings/capacity building sessions
10. File institutional monthly reports for all staff
11. Schedule for appointments of staff with HR Officer
12. Draft appointment letters, contracts, acceptance letters as guided by the Human Resource Officer
13. Store, copy and scan institutional documents such as policies and standard operating procedures
14. Monitor staff attendance at head Office and other field Offices in liaison with Administrative Assistants of the specific Offices

### Qualifications

Minimum of a diploma in Human Resource Management, Social work, Psychology or any related field with human Resource Course unit/s

## **Requirements and Skills**

- Basic knowledge of labor legislation
- Public Relations and Communication skills
- Hands-on experience with MS Office (Word, Excel and Power Point)
- Solid organizational and time-management skills
- Ability to handle sensitive information and maintain confidentiality

## **Application procedure**

Interested candidates should submit their applications to the Human Resource Officer at Kabarole Research & Resource Centre, Plot 28 Mugurusi Road, P.O. Box 782, Fort Portal.

- A complete and signed application letter
- A curriculum Vitae / Resume
- Copies of academic Transcripts/certificates
- A Copy of National ID
- Names, contacts and addresses of three (3) professional references
- Applications must be submitted by 19<sup>th</sup> August 2024, either in person or via email to [humanresource@krcug.org](mailto:humanresource@krcug.org)

Applicants are encouraged to send one pdf document comprising the application letter, resume, and copies of academic documents, copy of national ID and other relevant documents. The interview dates will be communicated to shortlisted candidates.