

JOB OPPORTUNITIES

Lutheran World Federation (LWF) is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF Uganda works to reduce people's vulnerability, supporting them to realize their potential, to build on their assets, and to respond to their own problems and needs. LWF Uganda is currently operating in Pader, Kitgum, Lamwo, Adjumani, Moyo, Luuka, Kamwenge, Hoima and Kampala Districts: For more information about LWF Uganda, check uganda.lutheranworld.org.

LWF Uganda Program is looking for mature, qualified and experienced persons to fill the following positions:

Position Title: Project Manager

Department: Programs

Duty Station: Kitgum and Pader

Employment type: Full time.

Reports to: Sub Program Manager

Background

Since 2014, LWF through funding from European Union (EU) and Church of Sweden (CoS) has been implementing an Energy Facility Project titled "*Increasing access to energy services in rural and peri-urban areas of Northern Uganda*" (locally known as Teko Wa – in the Acholi dialect) in the four Northern Uganda districts of Kitgum, Lamwo, Pader, and Agago. The overall objective of the project is to contribute to energy security in rural communities in northern Uganda for social and economic development in an environmentally friendly manner. The project is being implemented around three (3) specific objectives including;

- Increased reforestation and sustainable management of bioenergy resources,
- Increased sustainable production and use of energy efficient cooking technologies among rural communities and
- Increased access and use of solar power technology for households and institutions.

THE POSITION

The role of the Project Manager is to oversee the management, quality assurance, and reporting requirements of LWF's **ACP-EU Energy Facility Project**. The Project Manager will supervise a team of about 20 staff in the energy project.

Duties and Responsibilities

Duties and responsibilities include and are not limited to:

1. To provide technical and programmatic leadership to ensure quality implementation of Project activities and achievement of objectives
2. Take lead in the coordination, planning and implementation of the project in Kitgum and Pader sub-programs
3. Design, establish and manage appropriate project monitoring and evaluation framework
4. Establish a communication schedule to update stakeholders including appropriate Staff in the Organization on the progress of the project
5. Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards and donor requirements
6. Monitor cash flow projections and report actual cash flow and variance to Sub-Program Manager on regular basis (monthly/biannual)
7. Ensure that all Staffs are aware of and have the capacity to fulfil their responsibilities and functional roles in project implementation

8. Ensures that all Staff under the EU project have been appraised with appropriate documentation of performance
9. Community participation and cooperation with other likeminded partners including relevant government departments
10. Prepare and submit regular progress reports to the Sub-Program Manager, as and when required and to the donor requirements

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- Bachelor's degree in Forestry or Natural Resources related field.
- Post Graduate in Project Planning and management
- Expert skills in all Microsoft Office Applications especially MS Excel and PowerPoint

KNOWLEDGE, EXPERIENCE AND SKILLS

- 3-5 years' experience in Forestry or Natural Resource Management preferably in the NGO sector
- Demonstrated skills and experience in report writing, strategic planning and proposal development.
- Experience in Project Planning and Management
- Prepared to travel extensively to programme sites within and outside the country.
- Experience in dealing with local interlocutors (local NGOs, government ministries)
- Fluency in English
- Knowledge of a local languages of northern Uganda is desirable

Position Title: Project Accountant
Department: Finance
Duty Station: Northern Uganda
Employment type: Full time.
Reports to: Sub Program Manager

THE POSITION

The role of the Project Accountant is Implementation and monitoring of the financial and accounting activities and requirements of the project, in accordance with the LWF Uganda policies and budget provisions as detailed in the agreements.

Duties and Responsibilities

Duties and responsibilities include but not limited to:

1. Oversees the financial and accounting activities at the project level, prepares financial projections in consultation with the Project Manager and section heads, computes budget/expenditure estimates, and submits weekly financial monitoring statements as per available budget;
2. Maintains and enforces compliance with internal control systems and accounts records for all financial transactions, and updates all records in accordance with LWF financial policies, guidelines and procedures;
3. Prepares all transaction summaries and ledger entries for posting in the SAGE Accounting System;
4. Ensures that established internal control systems for receipts and expenditures of funds are in place, adhered to and maintained;
5. Controls expenditures at project level in consultation with the Senior Accountant to ensure that they are made in line with donor requirements and established LWF Uganda guidelines, procedures, cash flow projections requests, and availability of funds;
6. Prepares financial sub-project monitoring reports for submission to donors through Kampala;
7. Prepares and submits realistic and timely cash flow projects to the Senior Accountant in consultation with the Project Manager and Section heads, and notifies the Sub Program Manager and Senior Accountant of impending cash flow shortages;
8. Prepares monthly management and financial reports for the project (including cash analysis, bank reconciliation statements, and monthly income and expenditure statements of the project), and submits such accounting information to LWF Kampala through the Sub Program Manager, to enable the production of monthly project financial reports for submission to the donors and LWF Headquarters, Geneva;
9. Facilitates and coordinates spot checks, verifications and audits, readily avails relevant documents, ensures prompt responses in consultation with the Senior Accountant and Project Manager, and follows-up and implement recommendations made by both internal and external auditors;
10. Ascertains that vouchers and claims are correct, with appropriate supporting documents attached before submitting them for authorization or endorsement by the Sub Program Manager;
11. Reviews purchase orders and draft contract agreements initiated by Section heads and checks them against funds available prior to approval;

12. Prepares budgets at project level and verifies their accuracy and suitability with Section heads, the Project Manager and the Senior Accountant;
13. Ensures that all balance sheet items (i.e. cash accounts, bank accounts, personal accounts, debtors, creditors, payroll accounts, etc.) have been reconciled, and a report sent to LWF Kampala office;

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

KNOWLEDGE, EXPERIENCE AND SKILLS

- A degree in accounting or equivalent, with a recognized professional accounting qualification (CPA, CMA, ACCA).
- At least 5 years' supervisory role in and international NGO with vast experience in handling project reporting for various donors (EU, US government, UNHCR, etc.)
- Able to communicate effectively (written and verbal) in English with all staff.
- Demonstrated knowledge and experience in finance software systems (Sage ERP 300 highly desirable) and MS Office (Windows, spreadsheets etc.)
- Must have done Math at A level

Application Procedure:

Applications (motivation letter and detailed curriculum vitae in English), with the names and e-mail addresses of three persons who know the applicant professionally, should be sent by **Friday 22nd, June, 2018** to: Email: recruitment@lwf.or.ug. **Please do not include certificates for education, trainings, etc. Please use the title of the job you are applying for as the subject line.**

Hand delivered applications can also be sent to our Offices in Kampala. Please indicate the position you have applied for on the top of the parcel addressed to:

The Human Resource Manager

Lutheran World Federation

Plot 1401, Ggaba, Road after the American Embassy

P. O. Box 5827

Kampala, Uganda.

LWF/DWS is an equal opportunity employer, irrespective of gender, race or religious affiliation. Female candidates possessing the above requirements are encouraged to apply. LWF/DWS is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.

Only short-listed candidates will be contacted