



LWF World Service is the humanitarian and development arm of the Lutheran World Federation. We are a widely recognized, international, faith-based organization working in over 20 countries. We seek to bring people of all backgrounds together in the common quest for justice, peace, and reconciliation in an increasingly complex and fragmented world.

A commitment to the human rights of every individual, regardless of their status, guides our work, actions, and operations. We are particularly known for our timely, compassionate, and professional humanitarian work, and for our field presence in hard-to-reach areas. Our work is people-centered and community-based. Above all, we work with the most vulnerable, and in order to claim and uphold their rights, we engage proactively with local government and community structures.

Lutheran World Federation (LWF) Uganda is part of the LWF World Service and we are currently supporting Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo, Kyangwali and Lamwo respectively.

For more information about LWF World Service, please check; <https://www.lutheranworld.org/WorldService>

The LWF Uganda is looking for mature, qualified and experienced persons for the following positions:

Job Title: Sub Program Accountant (1)
Place of Assignment: Palorinya Refugee Settlement Obongi District
Reports to: Team Leader

Job Summary: As a key member of the Core Management Team at Sub Program Level, the Sub Program Accountant is responsible for managing all aspects of the financial and accounting activities of the assigned sub program, putting in place efficient and effective management of Sub Program cash flows, ensuring the generation of periodic financial reports, budgeting & budget control, upholding internal controls, Managing the SAGE accounting System and technical supervision of all staff in the finance unit for the assigned sub program.

Key Duties and Responsibilities

1. Assume overall responsibility for managing all aspects of the financial and accounting activities of the assigned sub program;
2. Maintain and enforce compliance with internal control systems at the sub program level and periodically review existing internal control systems in order to improve their effectiveness;
3. Coordinate all internal/external audits at the sub program level and regularly review audit reports of the sub program and follow up on the implementation of audit recommendations.
4. Monitor the performance of all projects in the sub program on a monthly basis and ensure all high risk items are brought to the attention of Sub Program CMT and the Finance Manager within shortest time possible;
5. Perform Budget Vs Actual analysis on monthly basis and advise sub program CMT on areas of red flag on over/underspend;
6. Control, Regulate, and Guarantee that all expenditures at project level are made in line with donor requirements and in compliance with established procedures;
7. Prepare financial project monitoring reports for submission to donors through the head office;
8. Ascertain that vouchers and claims are correct, with appropriate supporting documents attached before submitting them for checking and endorsement by the TL;

9. Prepare budgets at project level and verify their accuracy and suitability with section heads, the TL and the Finance Manager;
10. Prepare cash flow projections and manage the cash flow of the sub program in order to ensure that sufficient funds are always available;
11. Provide leadership and Supervision to all Finance Staff in the assigned sub program;

Qualifications, Experience, Essential Skills & Technical Competencies Required

- University degree in Accounting, Finance or related field from a recognized University.
- Professional qualification such as ACCA, or CPA is an added advantage but not mandatory.
- At least of 4 years' professional experience working for an INGO in a humanitarian setting.
- Knowledge and use of accounting software (Preferably SAGE)
- High integrity, self-driven and able to set own work schedule with rigorous deadlines.
- Advanced skills in Ms Excel with ability to present financial information in a succinct manner;

Job Title: Support Services Coordinator (1)
Place of Assignment: Adjumani
Reports to: Team Leader (Head of Sub Office)

Job Summary: Reporting directly to the Team Leader who is the overall head of the assigned sub office, the Support Services Coordinator (SSC) is a member of the Core Management Team (CMT) of the assigned sub program. He/she is in charge of ensuring effective, high quality and compliant support services delivery within the assigned sub office, through supervision, guidance and strengthening of 4 support services Departments already existing, namely HR/Admin, Procurement, Logistics and ICT.

Key Duties & Responsibilities

1. Human Resources Management

- Quality-control and Coordinate staff recruitment and selection processes in the Sub Program to ensure that there is fairness, equity and compliance as provided for in the National Staff Policy;
- Promote an attractive working environment in the sub program based on equality, caring attitudes, and integrity where staff feel safe, valued and respected.
- Provide guidance on HR policy issues at field level in liaison with the Country HR Manager and the HR Officer at the Sub Program level
- Ensure that appropriate discipline and grievance handling mechanisms are in place and that they are adhered to by both management and staff for resolution of staff grievances and disciplinary cases.

2. Administration Services

- Coordination of all Administrative activities at the sub program level to ensure that the sub program receives efficient and timely administrative services such as security, facilities management, utilities, etc.
- Oversee the routine maintenance and running of LWF's premises (offices and residences) ensuring that adequate supplies, staffing and support systems are in place
- Ensure the leases for all premises at the sub program level are actively managed, ensuring payments are processed on a timely basis and that contract renewals are assessed and implemented or amended on a timely basis
- Responsible for managing all assets in the sub program and ensuring the sub program asset register is updated at all times

3. Procurement

- Actively engage and support the program teams in procurement planning to ensure timely delivery of project inputs and activities.
- Ensure LWF and donor procurement procedures are understood and complied with by all relevant personnel at the sub program level

- In liaison with Country Office Kampala, identify, negotiate and implement contract & framework agreements which result in efficiencies in line with financial and forecasting requirements.
- Maintain accurate auditable records of all procurement process which result in high process compliance.
- Administer contract performance, including delivery, receipt, warranty, damages and insurance.
- Plan and engage with Project Managers to understand contract specifications and with suppliers to develop a profile of delivery capability which results in effective market engagement.
- Conduct efficient and collaborative procurements which are LWF and donor compliant (advice, tendering, evaluation award & contract management) and which result in a high value adding commercial outcome.

4. Logistics Management

- Ensure all monthly transport reports on fuel usage, mileage, repairs and maintenance for each vehicle in the sub program are accurate and submitted in a timely manner and are reviewed for any potential issues
- Assess the transport requirements of the sub program on a regular basis and ensure that appropriate solutions are implemented on a timely basis to meet these needs;
- Oversee the management of all stores and storage processes in the sub program to ensure full compliance to stores management procedures.
- Participate in the monthly physical stock verifications and stock reconciliations

Qualifications, Experience, Essential Skills & Technical Competencies Required

- Relevant University Degree; (Human Resource, Business Administration, Public Administration, Logistics and Procurement management) or a relevant profession training.
- Master Degree is an added advantage.
- Postgraduate Diploma in Project Planning and Management, HR management, and or Procurement and Logistics Management.
- 3 to 5 years' International NGO experience managing staff, Procurement and Logistics
- Previous working experience complex environment or refugee response is an asset;
- Proven experience in resource planning, logistics management & contract management.
- Good interpersonal, communication skills with proven experience in liaising with local authorities;
- A team player and the ability to work with limited supervision;

Job Title: Business Development Facilitator – Shea Nut & Apiary

Place of Assignment: Kitgum

Reports to: Project Manager

Job Summary: To coordinate and implement activities of the SAVE project within the area of jurisdiction in collaboration with the Local Authorities (LAs) and Micro and Small Enterprises (MSEs) to ensure that the Shea nut value chain is efficiently and profitably developed to create jobs for women and youth.

Key Duties & Responsibilities

The Business Development Facilitator under the SAVE Project will;

1. Support Business groups called Eco Entrepreneurial Associations (EEA) within the Shea Nut and Apiary value chain to develop and become independent and profitable businesses that can create jobs for women and youth in the project area;
2. Ensure that SAVE project activities are implemented in line with the approved workplans and budget and at all times integrated and synchronized with ongoing LAs interventions to enhance sustainability and avoid duplication.
3. Creatively integrate apiculture along the SNVC to foster income generation and conservation of the shea nut tree.
4. Enhance and build the business mindset of MSEs as well as their business management in order to become sustainable financial independent
5. Implement trainings to build capacities on marketing skills, shea nut value chain development, financial literacy, natural resource management, apiculture, business management, pre-and post-harvest handling techniques.
6. Provide mentoring and coaching to shea products' producers and producer groups to build local capacity for understanding and connecting with markets and certification.

7. Assist each group to create a tailored market strategy to guide business development.
8. Work with relevant partners and the private sector to create market linkage of the EEAs and their products.
9. Communicate market opportunities for Shea nut products with LAs and MSEs
10. Identify and build strategic relations, linkages, partnerships and collaborations and networks with partners and LAs in creating jobs for women and youth along the SNVC as well as promote conservation efforts of the Shea nut tree.
11. Source and identify market development opportunities for eco-entrepreneurship that present themselves through networks and relationships with other LAs and NGOs active in the field of market access and development.
12. Work closely with the district production and natural resource departments to identify constraints and opportunities along the SNVC.

Qualifications, Experience, Essential Skills & Technical Competencies Required

- Bachelor's Degree in Agri-business Management or Marketing from a reputable university;
- Strong background in value chain development and business development.
- Possession of a Post-Graduate Diploma in Project Planning & Management or Marketing is desirable.
- 3 or more years' experience in eco-entrepreneurship, agri-business, value-chain development or business development.
- Experience from business development and value chain enhancement in Sheanut and Apiary
- Solid negotiation and diplomacy skills,
- Excellent interpersonal skills, including patience, willingness to listen and respect for colleagues.

Application Procedure:

Candidates who are interested in the above jobs should submit an updated CV and Application letter giving a day time telephone contact and email addresses of 3 (three) work related referees only through our recruitment email recruitment.uga@lutheranworld.org clearly indicating the job title in the email subject.

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 next to Quality Hill
P. O. Box 5827 Kampala, Uganda.**

Deadline for receiving application is Tuesday 30th June 2020 by 5:00pm