



**CONSULTANCY ANNOUNCEMENT-RTF- ACCOUNTS ASSISTANT- 03/23**

**Title: Accounts Assistant For the Regional Training Facility (RTF), Kampala, Uganda.**

<b>Organisation</b>	International Conference on the Great Lakes Region (ICGLR) Secretariat/ Regional Training Facility (RTF)
<b>Location</b>	<b>Kampala, Uganda.</b>
<b>Languages</b>	English is mandatory; Working knowledge of French, Portuguese, Arabic and/or Kiswahili will be an added advantage.
<b>Eligibility</b>	Only Uganda Citizen
<b>Number of Consultant</b>	One (01)
<b>Opportunity type</b>	Consultancy contract - One(1) year , renewable
<b>Expected start date</b>	1 <sup>st</sup> October 2023.

**1. BACKGROUND**

The International Conference on the Great Lakes Region (ICGLR) is an inter-governmental organization composed of 12 Member States (MSs) from the Greater GLR, which was set up in 2006 with the assistance of the African Union (AU), United Nations (UN) and bilateral donors. ICGLR Member States include Angola, Burundi, Central African Republic, Democratic Republic of Congo, Republic of Congo, Kenya, Rwanda, South Sudan, Sudan, Tanzania, Uganda and Zambia.

The ICGLR is headed by the Summit of the Heads of State and Government, and assisted by the Regional Interministerial Committee (RIMIC) composed of Ministers of Foreign Affairs of the 12 Members States.

The ICGLR aims to implement the *Pact on Security, Stability and Development* (PACT) which sets an ambitious agenda "to transform the region into a space of sustainable peace and security and development. Key sectors include: (i) Peace and Security; (ii) Democracy and Good Governance; (iii) Economic Development and Regional Integration; (iv) Gender, Women and Children; (v) Humanitarian and social issues and (vi) cross-cutting issues.



The ICGLR Pact has 10 Protocols including the Protocol on Prevention and Suppression of Sexual Violence Against Women and Children. In 2011, Heads of state of the ICGLR adopted a Declaration *to Prevent, End Impunity and Provide Support to the Victims of Sexual and Gender Based Violence in the Great Lakes Region (commonly known as the Kampala Declaration on Sexual and Gender Based Violence)*. Consequently in 2014, the ICGLR opened in Kampala a Regional Training Facility (RTF) on the Fight against Sexual and Gender Based Violence. The objective of the RTF is to train and sensitize relevant personnel including in the medical, judicial and police sectors as well as social workers from the Great Lakes Region to provide an efficient and effective response to Sexual and Gender Based Violence.

## 2. CONSULTANCY SERVICES

The Consultant shall, under the guidance and supervision of the Accountant, provide the following services:

- Filing and Organising documents to their appropriate places and property referenced.
- With guidance from Accountant, Compute Tax Deductions and File Monthly tax returns to URA.
- Prepare payments against Staff claims, Interest, Supplier Invoices and any other claims in line with Financial regulations.
- Work with the Accountant to verify accuracy and authenticity of Expenditures before Processing of payments.
- Working with the Accountant to prepare monthly reconciliation of general ledger and bank statements.
- Conduct asset and inventory count to reconcile Physical stock to Update stock ledgers and asset register for the Project as guided by the Accountant.
- Assist in the monthly reconciliation of manual ledgers with encumbrance financial reports.
- Assist the Accountant in core reporting responsibilities for each donor funded project.
- Maintain orderly filing and records of each relevant project under ICGLR Financials.
- Participate in professional development activities.
- Familiarize in the use of donor interfaces especially during the time of Auditing.
- Assist in the preparation of Annual Financial Statements ready for Audit.



- The assistant will be expected to perform other tasks as shall be assigned by Supervisor.

### 3. CONSULTANT PROFILE

- University degree or equivalent qualification from a recognized institution in Accounting/Finance.
- At least 5 years of relevant professional experience in financial accounting, financial reporting at a national or regional organization. Those with experience in financial accounting and reporting in international/regional organizations will have added advantage.
- Demonstrated experience and knowledge in the production of monthly, quarterly, and yearly financial statements is essential.
- Excellent experience and proven skills in writing analytical reports.
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity.
- Verifiably high level skills in Microsoft programs (word, excel, PowerPoint etc.).
- Knowledge of Sage 300 accounting system.
- Fluency and eloquence in both English and French is essential. Working knowledge of Portuguese, Arabic and/or Kiswahili is an advantage.

### 4. APPLICATION SUBMISSION GUIDELINES

Interested candidates who meet the qualifications and experiences requirements shall address their applications to the Regional Director of Regional Training Facility, Yusuf-Luwanga Lane, Plot 1349 (Off Salama road) Munyonyo. PO Box 1386, Kampala, Uganda. Office Telephone: +256(0) 4143655.

Email: [jobs@icglr.org](mailto:jobs@icglr.org) with a copy to [abdoulaziz.sulubu@icglr.org](mailto:abdoulaziz.sulubu@icglr.org) and [janviere.ndirahisha@icglr-rtf.org](mailto:janviere.ndirahisha@icglr-rtf.org)

The application package shall include the following:

- Detailed Curriculum Vitae;
- Motivation or covering letter;
- Certified copies of relevant academic certificates;
- Names and contact details of three (3) referees;
- Copy of Passport or National Identity Card;
- Candidates should indicate the Consultancy title on the subject line.



Deadline: Applications should be submitted not later than, 26<sup>th</sup> September 2023 at Mid-night.

All applications shall be submitted electronically through email, and no hard copies will be accepted.

ICGLR is an equal opportunity organization and does not require candidates to pay any money at any stage of the selection process.

Invitations for interviews will be done in writing to only shortlisted candidates.

Female candidates are encouraged to apply. ICGLR is highly committed to gender balance.

F/  For the Executive Secretary

