



East, Central and Southern Africa Health Community

Vacancy Advertisement

Post of Finance Officer

The East, Central and Southern African Health Community (ECSA-HC) invites applications for the Post of Finance Officer from suitably qualified persons who are nationals Uganda. The position is tenable at the **National TB Reference Laboratory, Kampala-Uganda.**

Background of the Organization

The ECSA-HC is a regional intergovernmental organization set up in 1974 to foster cooperation that will lead to the strengthening of health care programmes in the region and promote the attainment of the highest possible standards of health among member states. The Member States of the ECSA Health Community are Kenya, Lesotho, Malawi, Mauritius, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

Broad purpose of the post

ECSA-HC seeks to recruit an experienced Finance Officer to support the ECSA Health Community and Global Fund Project (GF). The Global Fund Project is a 4 year project that commenced in November 2015 to support National TB Reference Laboratories in 18 countries namely: Botswana, Burundi, Eritrea, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, Somalia, South Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe to improve TB diagnosis in the ECSA Region.

ECSA-HC is coordinating and facilitating the project as a Principal Recipient while Uganda Supra National Reference Laboratory (SRL) is the Sub-recipient and implementer of the project.

Primary Duties and Responsibilities

Planning and budgeting

1. Lead in the ECSA HC/GF planning and budgeting process and oversee the development of accurate plans and budgets for all the activities.
2. Oversee fund transfers to the areas and ensure that accurate documents are kept of the process and that the internal processes are respected.

Financial Management

1. Ensure that all internal and external financial and administrative reporting requirements are met in accordance with GF standards
2. Establish or adapt the existing systems and procedures at the Uganda NTRL/SRL to monitor and track finances received from ECSA-HC to execute GF activities.
3. Prepare timely and accurate financial requisitions to ECSA-HC to support the agreed the designated project activities as required.
4. Provide timely and accurate financial reports for monies received by the Uganda SRL
5. Reconcile all GF related advances disbursed from ECSA-HC in the Uganda SRL accounting system on a monthly basis.
6. Prepare monthly GF recurring journal entries.
7. Track fixed assets and record depreciation.
8. Reconcile Bank Accounts
9. Maintain the Journal for all Bank accounts.
10. Process client invoices for assigned projects and activities.
11. Assist with the month end closure of the books of accounts.

Audit and Internal Controls

1. Work with the Uganda NTRL/SRL management to ensure that all policies and procedures relating to audit are respected and audits carried out in a timely manner for the GF project.
2. Develop, adapt and roll-out ECSA policies and finance procedures in GF
3. Ensure strict Internal Controls to ensure compliance with GF and ECSA standards

Finance Capacity Building:

- 1) Ensure appropriate communication on financial matters with the Contracts and Finance Manager at the Global Fund (GF) regional office as well as the Finance & Grants management officer at ECSA-HC.
- 2) Report, measure and interpret the results of operations. Ensure the appropriate financial statements are accurately produced.

- 3) Analyze performance against budgets and prepare other pertinent financial analysis.

Procurement:

- 1) Develop, adapt and manage the ECSA GF procurement policies and procedures for the GF project.
- 2) Work hand in hand with the Finance & Grants management Officer at ECSA-HC to ensure the Uganda SRL team are orientated on the procurement procedures in addition to ensuring that the necessary procurement is done in a timely manner.

Administration:

- 1) In collaboration with ECSA-HC Arusha Office facilitate the processing of the relevant benefits package for the GF project staff.
- 2) Support the project staff to fulfil their income tax obligations in line with the ECSA and GF regulations.
- 3) Providing requisite logistical support to GF activities at ECSA HC.

Minimum Entry Qualifications

Education

Bachelors' degree in Business Administration/Commerce/Finance or Economics with a bias in Accounting or its equivalent. CPA / ACCA or any other relevant professional course at level one qualification will be an added advantage.

Work Experience

1. S/he should have at least three years of relevant work experience.
2. Experience in donor funded projects is preferred.
3. Experience in working in a health sector is required.

Language: Fluency in both spoken and written English.

Age: Between 26 and 36 years of age.

Remuneration Package

An attractive remuneration package will be offered to the right candidate. The details of the package may be obtained on request from the Director General ECSA Health Community Secretariat, Arusha.

Contract Appointment

This is a two - year contract appointment renewable upon satisfactory performance and subject to availability of funding.

Method of Application

Applications comprising of a cover letter expressing the candidate's motivation for the job and current curriculum vitae with names and contact/addresses of three referees should reach the addressee below by **14th May 2018**. Submission of applications by email is highly encouraged. Only shortlisted candidates will be contacted.

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The ECSA Health Community is an equal opportunities employer. Female candidates are particularly encouraged to apply