VACANCY ANNOUNCEMENT

National Union of Women with Disabilities of Uganda (NUWODU) is an indigenous women –led Disabled Peoples Organization. It is an umbrella Organization that was formed in 1999 with the overall purpose of bringing together all categories of girls and women with disabilities including the physically, sensory and mentally impaired women.

NUWODU provides a strong voice for a common cause, particularly to defend, protect and promote the rights and advocate for equal opportunities for Women and Girls with Disabilities.

NUWODU works to advance the Equality, Empowerment and the Rights of Women and Girls with Disabilities in development programs.

VISION: A society where Women and Girls with Disabilities live dignified lives.

MISSION: To promote the political, economic, social and cultural advancement of Women and Girls with Disabilities through advocacy for their effective participation in development.

NUWODU invites suitably qualified individuals to fill the following position in the organization.

Position: Finance and Administration Assistant
Duty Station: Kampala
Reports to: Accountant

Financial responsibilities:

- Assist Accountant to ensure safe custody of NUWODU’s funds
- Assist Accountant to receipt and bank cash balances from activities
- Prepare payment vouchers as delegated by accountant
Ensure proper filling of financial records
Review mobile money requests forms, and process them for payments in-line with NUWODU’s financial policies and procedures.
As part of the Finance and Admin team, ensure that NUWODU’s Policies and procedures and donor regulations are strictly adhere to.

Administrative Responsibilities

- Provide administrative support for the smooth running of program activities
- Provide logistical support for travels both to the field and out of the country
- Coordinate fuel management including timely submission of fuel requests and accountabilities
- Follow up with drivers to ensure fuel receipts and logbook records are submitted by end on month and properly charged to the respective projects.
- Provide support with the procurement function (issuing LPO, making and following up on orders, etc.)

Other duties

- Under take as required, any other duties compatible with the level and nature of the post and/or reasonably delegated by the Accountant or Finance and Administrative Manager.

Qualifications

- The ideal candidate should preferably hold a Bachelors’ degree in Accounting, Finance or Business Administration from a recognized College or university

- Minimum level 2 ACCA or CPA Qualification or equivalent is desired

Experience

- At least 2 years of relevant work experience in a similar position in Finance / Accounting and office Administration
- Have computer proficiency in financial software and spreadsheet.

- Familiarity with USAID, UN and EU regulations is essential.
- Experience with NGO is required.

Submission

1. Submit a motivation letter and detailed 2-3 pages Curriculum Vitae.
2. At least 3 referees should be indicated for follow up
3. Deadline for submission of the application is 10 May 5pm EAT
4. All applications should be addressed and submitted by hand or via email to the address below:

Chairperson Personnel Committee,
National Union of Women with Disabilities of Uganda
Plot 2015 Kisaasi-Kyanja Road
P.O. Box 24891 Kampala, Uganda
NOTE:

1. NUWODU is an equal opportunity organization and suitably qualified Girls and Women with Disabilities are encouraged to apply.
2. Only SHORTLISTED candidates will be contacted.