

Our Client- NGO a global organization started in 1961 as a conservation organization and to date, it operates in over 100 countries around the world. And it evolved from localized efforts in favor of single species and individual habitats to an ambitious strategy to preserve biodiversity and achieve sustainable development.

On behalf of our client we are looking for suitably qualified, engaging, optimistic, determined and knowledgeable individuals and willing to share in our mission to fill the following vacant positions. (Please note that all jobs are open to Uganda Nationals only)

(1) Position: Procurement and Administration Officer
Reporting: Finance Manager
Location: Kampala

Purpose of the position:

Responsible for coordinating procurement and office administrative services related activities, including assets, insurance and facilities management.

(2) Position: Finance Analyst
Reporting: Finance Manager
Location: Kampala

Purpose of the position:

The Finance Analyst is responsible for budget preparation and control, recording and reflecting fully, accurately, clearly and in a timely manner the funds that are allocated and the disbursements made to support project implementation, in accordance with the approved documents and the liquidation of expenditures on an annual and quarterly basis as well as upon project termination.

The Finance Analyst will ensure the use of standard financial and accounting procedures in line with

the Organization Field Office Manual and Project Management Guidelines.

(3) Position: Assistant Accountant
Reporting: Accountant
Location: Kampala

Purpose of the position:

Under the direct supervision of the Accountant, the Assistant Accountant will be responsible for budgeting and financial reporting for Uganda Country Office.

(4) Position: Administrative Assistant/Receptionist
Reporting: Procurement and Administration Officer
Location: Kampala

Purpose of the position:

Provide operational and logistical support to the Country Office.

Candidates meeting the required qualifications, skills and experience should email their application letters and detailed CVs, telephone contacts and addresses of at least 3 referees to the Human Resource Manager, clearly indicating the job title in the subject line to: application@jobconnect.co.ug not later than **22nd September 2017, 5.00p.m.**

The Organization is an equal opportunity employer. Suitably qualified females are encouraged to apply.

For other details will be found on the Jobconnect website which is www.jobconnect.co.ug/jobs/ and www.monitor.co.ug.

Note: Only short-listed candidates shall be contacted for interviews.