



**Republic of Uganda**

## **1.0 Background**

The Government of Uganda has secured funding from the International Development Association (IDA) to finance Agricultural research in NARO and extension services in MAAIF. Following the restructure of the project a number of changes were introduced. Due to the proposed increased activities and resources to NARO and reporting weaknesses noted, it required enhancement of the staffing levels at NARO headquarters and ZARDIs through recruitment of one (1) Accountant to be based at headquarters and three (3) Accountants to be assigned to particular ZARDIs to support district level activities. No funds are expected to flow from the Ministry to the districts and sub counties.

It is intended that part of the proceeds of this credit, will be applied to eligible payments for the services of hiring of a Senior Project Accountant and three other accountants.

## **2.0 Objective of Assignment**

To ensure high quality financial management procedures, in support of successful achievement of specific outputs in the logical framework and approved work plans of the project

## **3.0 Reporting**

The Project Accountant will report to Senior Project Accountant on functional deliverables and to the Director of Research administratively.

## **4.0 Responsibilities and Tasks**

The main responsibilities and duties of the Zonal Project Accountant shall be as outlined below;

- i) To manage all the Project finances in the Zone in accordance with the approved financial controls by both the Government of Uganda and the Development Partners.

- ii) To participate in the Zonal project's budgeting and work planning processes;
- iii) To review and advise the Zonal Directors of Research on all expenditure requests.
- iv) To review payment authorization requests for the sub Accounting Officer as appropriate, in favour of executors and service providers of approved projects;
- v) To follow up approvals of expenditure requests and related accountabilities of funds at the districts and sub counties;
- vi) To maintain all zonal project accounting information/records in a complete and orderly manner;
- vii) To participate in the audit processes of the project, particularly facilitating audit team members' easy access to the project financial and other records;
- ix) To obtain/review accountabilities for expenditure from related executors and service providers.
- x) To maintain a record of the fixed Assets and inventories;
- xi) Prepare quarterly financial reports and annual accounts on a timely basis.
- xii) To perform any other duties as may be assigned from time to time by the Senior Project Accountant.

## **5.0 Deliverables**

The expected deliverables from the Project Accountant will include but not limited to follows;

- i) Detailed Project budget and work plan every six months
- ii) Cash flow forecasts for project needs based on the work plans including PPDA needs.
- iii) Summary statement of expenditures for the Zone

## **6.0 Person Specifications**

Candidates should have the following qualifications, competencies and experience;

### **6.1 Qualifications**

- i) Minimum qualification of Bachelors' Degree in Commerce, Business Administration or Financial Management (Accounting Option) from a recognized university.
- ii) Professional Qualification in Accountancy (CPA or ACCA)
- iii) Member of the accountancy professional body such as ICPA (U) or ACCA.
- iv) Computer literacy with knowledge in the use of Accounting Software Applications.

## **6.2 Competencies**

- i) Proven track record of professional integrity
- ii) Solid organisational skills
- iii) Good interpersonal and communication skills
- iv) Strong report writing and presentation skills.
- v) Ability to work with minimum supervision

## **6.3 Experience**

- i) Minimum of five (5) years overall accounting experience. Experience in public sector and donor funded projects will be an added advantage.

## **7.0 Duration of Assignment**

The successful candidate shall be engaged under an 18 months employment contract.

## **8.0 Other Required Skills and Competences**

- i) **Communications:** Very good communication skills (spoken and written), including the ability to communicate effectively with diverse audiences on environmental related matters, good negotiation skills and to prepare a variety of written documents, contracts, reports, etc. in a clear, concise style.
- ii) **Teamwork:** Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- iii) **Integrity:** Must be a person of proven honesty and does not tolerate corruption and unethical behaviors in all its forms and manifestations..
- iv) **Innovation:** Must be a person with ability to seek new ways of doing things efficiently to deliver value to our customers.

- v) **Customer Centricity:** Must be a person who strives to satisfy customers and clients. Should be able to understand what the customer wants and delivering it flawlessly.
- vi) **Quality:** Must be a person who thinks of quality and continuous improvement in his/she our work..

## 9.0 Application procedure:

Interested applicants who meet the job requirements/specifications and with the right personal attributes are invited to complete and submit their application form, supported by curriculum vitae, copies of certificates and testimonials, and must specify day time telephone contact, postal and email addresses of both the applicant and three referees to the address below not later than **4:00pm (16 00Hrs) on June 07, 2016.**

**The Director General,  
Attention, The Head Procurement and Disposal Unit,  
National Agricultural Research Organization  
Plot 11-13, Room 40, Lugard Avenue, Berkeley Road  
P.O. Box 295, Entebbe-Uganda  
Tel: 0414 320 512**

Applicants must also submit with their application verifiable evidence supporting previous relevant appointments such as appointment letters and employment contracts.

## 10.0 Feedback

**Only successful candidates will be contacted.** Any form of solicitation, influence peddling and or any other “backdoor” attempt, of whatsoever nature, to influence the selection process in ones favour, will automatically lead to disqualification of a candidate without any recourse.

Dr. Ambrose Agona.  
**DIRECTOR GENERAL**