

EAST · WEST MANAGEMENT INSTITUTE

Job opportunity with USAID/Uganda Civil Society Strengthening Activity

Deadline for application: the end of the day on Friday, September 17, 2021

East-West Management Institute, Inc. (EwMI) invites applications by qualified nationals of Uganda, for the position of the Grant Administrator for its USAID-funded Civil Society Strengthening Activity (CSSA). USAID/Uganda CSSA is a five-year Activity that supports the capacity strengthening of Ugandan civil society organizations (CSOs) to influence and contribute to improved development outcomes in four thematic areas: (1) health, with particular attention paid to achieving Uganda's HIV/AIDS' reduction goals; (2) education, youth, and child development; (3) agriculture and food security; and (4) democracy, rights, and governance.

This is a full-time long-term position with relevant benefit package. It is based in Kampala and might require some travel to the regions of Uganda.

Main Responsibilities:

The Grant Administrator will be responsible for assisting the Deputy Director Financial Management And Activity with the management of the grant cycle processes, including, compliance, quality assurance, data validation, reviewing grant budgets, in Compliance with USAID and EwMI policies. He/she will use his/her technical skills, education, experience, and country knowledge to accomplish their responsibilities.

Required Qualifications:

- A University degree in accounting or in a related field;
- Professional qualification in accounting (ACCA, CPA or equivalent), is preferred;
- Minimum 7 years relevant work experience with an NGO, of which three years should be in USG financial management of civil society organizations, grants, and compliance. Experience in risk management and implementation of internal controls;
- Demonstrated ability in building capacity and providing training and technical assistance, and experience working with CSOs;
- Ability to work independently and under pressure;
- Relevant computer software skills and familiarity with accounting software (including, at a minimum, the standard applications in MS Office); and
- Fluency in oral and written English.

To apply: Please send (i) a curriculum vitae, (ii) cover letter, and (iii) contact information for three references to: ugandajobs@ewmi.org. Please include in the subject line "Grant Administrator". EwMI appreciates all applications, but only shortlisted candidates will be contacted. No phone calls please. EwMI is an equal opportunity employer.

Please apply by Friday, September 17, 2021, no later than 5:00pm Kampala time.

For more information about EwMI and CSSA, please visit www.ewmi.org