

**VACANCY ANNOUNCEMENT**

Self Help Africa (SHA) is an International Non-Governmental Organization (NGO) dedicated to the Vision of an economically thriving and resilient rural Africa. We have over 50 years of experience working with small holder farmers , Farmer associations , Cooperatives and their livelihoods more sustainable and resilient to external shocks. SHA also builds awareness of issues affecting smallholders and represent their interests at policy and institutional level. SHA is a core member of the Gorta across Africa , Comprising of Self Help Africa , United Purpose, Partner Africa and TruTrade, The Gorta Group combines expertise in the Market based solutions to poverty and rural development , Climate change mitigation and resilience ; trade facilitation and farmer farmer and worker rights; underpinned by an inclusive ethos that specifically targets women and youth. Self Help Africa Uganda urgently seeks to recruit a suitable candidate to fill the position of Finance and Administration Associate

**Finance and Administration Assistant (1 position) (Based in Napak – Karamonja Region**

The purpose of the job is to facilitate the planning and implementation, monitoring, and reporting of project activities directly with beneficiaries and other stakeholders. This includes technical backstopping and other support to beneficiary individuals, producer organisations and associations and other stakeholders like local CBOs/NGOs and private sector players, who are working with project beneficiaries.

**Key areas of responsibilities include:**

1. Finance and Accounting
2. Administration / Logistics
3. Assets and Stores Management.

**The Job Descriptions for the position is below.**

Please visit our website at <https://selfhelpafrica.org/ie/category/careers/> to apply for the position.

**The closing date for receiving applications is not later than close of business Friday ,1st March 2024.**

Please do not send certificates at this stage. Due to the anticipated high volume of applications, kindly note that only shortlisted candidates will be contacted.

**Self Help Africa is an equal opportunity employer.**

Self Help Africa is completely against fraud, Bribery and Corruption. Self Help Africa does not ask for money for bids. if approached for money or other favour or if you have any suspicions of attempted fraud, Bribery, or corruption, please report this at selfhelpafrica.ethicspoint.com. Please provide as much detail as possible with any reports.



**JOB DESCRIPTION**

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| **Job Title:** | **Finance and Administration Assistant** | |
| **Company:** | Self Help Africa | |
| **Department:** | Finance and Administration | |
| **Location** | Napak District – Karamoja Region | |
| **Reports to:** | Project Manager | |
| **Job Purpose:** | The purpose of the job is to facilitate the planning and implementation, monitoring and reporting of project activities directly with beneficiaries and other stakeholders. This includes technical backstopping and other support to beneficiary individuals, producer organisations and associations and other stakeholders like local CBOs/NGOs and private sector players, who are working with project beneficiaries | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **Finance and Accounting**   * Handling day to day accounting transactions * Prepare payment vouchers and verify all supportive documents before taking for approval. * Filling all paid payment vouchers. * Receiving RTO from the field and make local purchase order for the trainings. * Making follow ups for all payment submitted to country office from the field and give feedbacks. * Assist in preparation and tracking of budgets line and code in all requests. * Establish and implement efficient administration and logistics procedures in line with organisational requirement. * Assume other financial responsibilities as assigned. | * Making accurate payment requisitions before taking for approval. * Prepare pending payment list for Monday meeting. * Support to procurement committee. |
| **Administration/Logistics**   * + General management of the office; ensuring regular supply of power, water; timely supply and adequacy of office supplies; proper maintenance and safety of office. * Support, organize and provide administrative support for all organization events (e.g. room booking, catering arrangements, handling inquiries and bookings, etc.)   + Organize staff meetings, prepare and share minutes of staff meetings, and where necessary.   + Ensure that up to date contracts are in place for services and goods rendered to the project.   + Maintain office administrative files including client, accounting and contract files with ease of retrieving information.   + Establish and implement administration and logistics procedures in line with organisational requirements.   + Review movement logs and fuel reports for motorcycles and office vehicles and report any anomalies identified to the supervisor for appropriate action.   + Coordinate all travel arrangements for staff in the field.   **Human Resource**   * + Perform administrative and support HR functions including: Submission of relevant documents by all new employees, proper filing of staff employment contracts, update of staff files, maintenance of records related to staff leave, grievances and other staff matters; * Ensure that project staff fills their timesheets before any payment of salary takes place.   + Tracking and filing time sheets and support all other administrative procedures related to HR management   **Assets and stores**   * + Prepare and update the asset register on regular basis;   + Maintain records of stock items including stock receipts and issuance ensuring that any stock issued is requested for by the user and approved by the department head   + Ensure proper utilization of office assets by staff and coordinate repairs and maintenance of office building, equipment, motorcycles and vehicles   + Performs any other duties assigned by the supervisors. |  |
| **Key Relationships:** | **Internal**   * HOFA, Project Manager, Project Officers, Technical Coordinators & other project staff. * Self Help Africa Uganda Country Programme Staff and administrative staff   **External**   * Farmer groups, Service provider, government departments, private enterprises, donors, civil society organisations. | |
| **Qualifications/Other Requirements:** | * A Bachelor of Commerce Degree (with accounting) or Bachelor of Business Administration (with strong accounting), or the relevant equivalent. * Three years of administrative/program work experience and logistics , particularly on donor-funded projects * Familiarity with donor project management policies, procedures and requirements. * Strong ability to quickly assemble knowledge of program management. * Strong interpersonal skills and ability to work in teams. * Good computer literacy (Microsoft office package). * Experience in preparation and presentation of reports. * Commitment to international and humanitarian NGO codes, standards and practises; | |
| **Role Competencies:** | **Desirable**   * Experience working with farmer groups and private sector actors. * Excellent communication skills * Ability to work as part of team across different cultures. * Ability to work with minimum supervision and take initiative * Ability to solve problems and take corrective action. | |

Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Specific roles may require police/DBS/Garda vetting.

**Self Help Africa strives to be an Equal Opportunities Employer**