



THE REPUBLIC OF UGANDA

# MINISTRY OF HEALTH

## UGANDA NATIONAL EXPANDED PROGRAMME ON IMMUNIZATION

### EXPRESSION OF INTEREST (EOI) FOR THE POSTS OF GRANT CO-ORDINATOR, PROCUREMENT SPECIALIST AND PROJECT ACCOUNTANT

The Government of The Republic of Uganda has received financing from the GAVI Alliance towards the cost of the Health Systems Strengthening and Immunization Strengthening in Uganda.

The Permanent Secretary, Ministry of Health, wishes to invite suitably qualified Ugandan citizens (candidates) to fill the positions of **Grant Co-ordinator, Procurement Specialist and Project Accountant** at the Uganda National Expanded Programme on Immunization Unit. Applications should be hand delivered to the Office of the **Permanent Secretary, Ministry of Health, P.O. Box 7272, Kampala**, not later than **5pm, 31st March, 2017**.

Please attach a Curriculum Vitae and copies of all your academic qualification plus other relevant supporting documents. Applicants who will not hear from the Ministry on completion of the recruitment and selection exercise should consider themselves unsuccessful. All jobs are on contract basis for a period of two years, renewable up to the end of the project based on satisfactory performance and include a six - month probationary period.

**Title :** Grant Co-ordinator (1)  
**Reports to :** Program Manager - UNEPI  
**Salary scale :** Competitive  
**Age Limit :** 32-45 yrs; demanding high energy and expeditious delivery of targets within assigned timelines

#### Job purpose

The incumbent will report to the Program Manager - UNEPI.

#### The overall purpose:

- This job is to provide coordination of all grant activities among all the key stakeholders.
- The incumbent will coordinate planning, budgeting, project implementation, monitoring & evaluation, and financial & program reporting.
- He/she will ensure that all activities are implemented on time and that all grant funds fully absorbed. He/She will work closely with the Fiduciary Management Agent in the execution of his duties and responsibilities.

The job demands high energy, working and travelling; and consistently demanding filing of regular high quality reports within strict timelines.

#### Academic Qualifications

University Degree in any field of Management including; Economics, Finance, Business Administration, Medicine, Education, Project Planning, Pharmacy, Statistics or Social sciences;  
A Post graduate qualification of Project Planning and Management is required.

#### Working Experience

A minimum of eight (8) years working experience with at least 4 years at managerial level.

#### Duties and Responsibilities

The Grant Coordinator will take responsibility for the following duties.

- Ensure the timely preparation, approval and execution of work plans and budgets;
- Support the Programme Manager in organizing human, financial and material resources to achieve the project objectives.
- Work with the M&E Specialist to ensure that there is a system of effective Monitoring & Evaluation of the Grant;
- Work with the Project Accountant to ensure: effective budget management, availability of funds, timely processing of requisitions of project activities and ensure that all funds are properly accounted for;
- Ensure that all Grant Management and other donor requirements are addressed in a timely manner;
- Coordinate the development of financial and operation guidelines for grant funds at central and District level;
- Ensure timely preparation and submission of quarterly and annual financial and activity reports to MoH and GAVI;
- Work with the procurement personnel and mechanisms to ensure

timely execution of funded procurements and compliance with the PPDA Act, 2014 and Regulations 2010;

- Work with the various audit mechanisms in place to ensure executive audit plans are executed in a timely manner;
- Ensuring effective coordination with all stakeholders including; implementing ministries and agencies, FMA, Local Governments, Health Development Partners, Civil Society Organizations, Private Sector organizations, and stakeholders;
- Work with the FMA and other agencies to strengthen Grant Management Capacity of UNEPI and other MoH departments; and
- Performing any other duties as assigned by the Program Manager.

#### Other Requirements:

- Knowledge of the GOU laws, procedures, rules and regulations;
- Experience in Project Management and ability to work with and coordinate the activities of a range of public, private and development agencies, at community, district, national and international levels;
- Leadership, managerial and planning skills preferably obtained in an organization operating in the field of Public Health or working with any development organization;
- Integrity and ethical conduct; well-developed interpersonal skills and communication skills;
- Proficiency in use of spread sheets, word processing and presentation skills.

**Title :** Procurement Specialist (1)  
**Reports to :** Head PDU  
**Salary Scale:** Competitive  
**Age Limit :** 30-45 yrs; demanding high energy and expeditious delivery of targets within assigned timelines.

#### Job purpose:

- The Procurement Specialist shall work closely with MoH PDU, World Bank Specialist, Third Party Procurement Agency and the FMA to ensure effective planning and timely execution of funded procurements.
- He/She will ensure that the procurements are executed in compliance with the PPDA Acts and Regulations.

#### Academic Qualifications:

The applicant should be in possession of an Honors Bachelor degree in any of the following fields: Procurement and Supply Chain Management or Logistics Management, Business Administration, Commerce, Business Studies majoring in Procurement, plus a full professional qualification in procurement (CIPS).

#### Working experience:

A minimum of five (5) years of experience in the field of procurement in the; public sector or development sector/donor funded projects and private sector.

#### Duties and Responsibilities:

The Procurement Specialist will take operational responsibility for the following duties:

- Preparing annual procurement plans and procurement documents and description of procurement arrangements for the project and program;
- Setting up a procurement management tracking system for the funded procurements;
- Ensuring that all procurements are conducted in line with the PPDA Act, 2014 and Regulations 2010;
- Document procurement transactions and establish an effective filing system for all grant funded procurements;
- Prepare and obtain approval for contracts with selected suppliers;
- Preparing quarterly and annual procurement reports;
- Work with the Third Party Procurement Agent to execute selected procurements;
- Facilitate the audit exercise by providing timely information and explanations to the audit team;
- Performing any other duties that may be assigned by the supervisor from time - to - time.

#### Competences and other requirements:

- Experience in executing procurements in the public sector in line with PPDA Act and Regulations.
- Knowledge of the GOU laws, procedures, rules and regulations;
- Integrity and ethical conduct;
- Well-developed organization, planning, interpersonal and communication skills;
- Proficiency in the use of: spread sheets, word processing and presentation skills.

**Title :** Project Accountant (1)  
**Reports to :** Assistant Commissioner Accounts (MoH)  
**Salary Scale:** Competitive  
**Age Limit :** 30-40 yrs; demanding high energy and expeditious delivery of targets within assigned timelines.

#### Job purpose:

- He/She will be responsible for all aspects of project financial management, administration, accounting and reporting for the grant.
- He/She will work closely with the Fiduciary Management Agent in the execution of his duties and responsibilities.

#### Academic qualifications:

The applicant should be in possession of an Honors Bachelor's degree in any of the following fields; Commerce (Accounting), Finance, Business Administration (Accounting) or any other related field majoring in Accounting, a registered member of the Institute of Certified Public Accountants of Uganda (Accountants Act Section 34 (2), a Post Graduate Diploma or a higher qualification in the relevant field above will be an added advantage.

#### Working experience:

A minimum of five (5) years' experience in the field of Accounting / finance in: projects/ programmes, public sector and private sector.

#### Duties and Responsibilities:

The Project Accountant will take operational responsibility for the following duties:

- Ensure compliance with Government laws, rules and regulations and other financial management guidelines, and donor requirements including the Partnership Framework Agreement;
- Preparation of project budgets, processing of payments and accurate recording of all financial transactions in the financial management system;
- Maintain an updated advance register and follow up to ensure that all advances to districts, MoH officials and other sub recipients are accounted for in a timely manner;
- Prepare timely monthly, quarterly and annual financial reports;
- Support the internal, external and any other audit reviews;
- Provide administrative support to the Project;
- Performing any other duties as assigned by the supervisor from time to time.

#### Competences and other requirements:

- Knowledge of the GOU laws, procedures, rules and regulations;
- Experience in Financial Management in the public sector or donor funded environments.
- Integrity and ethical conduct; well-developed organization, planning, interpersonal and communication skills;
- Strong skills including use of automated financial management systems, spread sheets, word processing and presentation skills.

#### Note:

Only short listed applicants will be contacted. Any form of canvassing shall automatically lead to disqualification of a Candidate.

**Dr. Diana Atwiine**  
**PERMANENT SECRETARY**