



## VACANCY ANNOUNCEMENT

It's hard to believe that today 650 million people still don't have clean, safe water and 2.3 billion live without a toilet. The resulting diseases kill 900 children every day.

WaterAid is looking for a **Head – People & Organisational Development, Programme Accountant – Financial Accounts, Office Manager, Executive Secretary** and **Office Attendant** to play a vital role in our mission to transform lives with safe water, sanitation and hygiene in the world's poorest communities.

**Head – People & Organisational Development** will be an active member of the Senior Management Team, responsible for delivering outstanding people and organisational development support to the country programme. You will embed people solutions and develop human resource strategies and policies to build strong people practices.

### Key responsibilities:

- Identify the skills and capabilities required to deliver current and future country programme work. Develop an annual resourcing plan and support and challenge managers to make the right resourcing choices.
- Develop a clear understanding of the country programme's people needs and together with the Senior Management Team create and effectively deliver a people and organisational development plan to maximise the programme's effectiveness and capabilities. Embed and role-model a strong performance management culture and processes.
- Support managers to drive, communicate and sustain change implementation by ensuring clarity on the rationale for change, the future vision, what needs to be done and what the impact is.

To be successful, you'll need a Master's degree-level qualification in Human Resources Management or Organisation Psychology, or a Master's degree in Business Administration with a post-graduate

diploma in Human Resources Management. You will also need substantial operational experience of working within a busy human resources team environment providing timely and high quality advice and work in all aspects. Experience of leading and effectively delivering people-based projects is essential.

**Programme Accountant – Financial Accounts** will be responsible for maintaining a high standard of accounting and financial controls, including processing and recording all transactions on our system and supporting period end processes.

### Key responsibilities:

- Carry out routine financial accounting functions, including processing and recording all transactions on the system in line with organisational policy, international accounting standards and local GAAP. Ensure timeliness, efficiency and completeness.
- Ensure the safety and effective use of financial assets and inventories. This includes monitoring of vehicle fuel consumption, ensuring accurate recording and updates, managing recovery information and performing periodic cash counts and stock counts.
- Follow up and monitor staff cash floats and loans to ensure that advances are liquidated in line with organisational policies and procedures.

To be successful, you'll need a Bachelor's degree in a finance field or be Level 2/skills level part-qualified with CA, ACCA, CIMA or CPA. You will also need at least five years' demonstrated experience and extensive knowledge of finance and accountancy with excellent knowledge and skills of using computer-based accounting systems.

**Office Manager** will play a crucial function in ensuring effective and efficient planning and management of the administrative support function. This includes responsibility for logistics, documentation, travel and accommodation facilitation, as well as the upkeep and

management of WaterAid Uganda's property.

### Key responsibilities:

Efficiently manage the administrative support function for the office.

Plan, coordinate and process travel arrangements and implement logistic services in a timely and reliable manner.

Ensure that an effective and efficient transport management system is in place.

To be successful, you'll need a Bachelor's degree or post-graduate degree in Business Administration/Office Management or Secretarial Studies. You will possess knowledge of office administration and management. You will also need at least five years' demonstrated experience and extensive knowledge of managing air ticketing, immigration rules, training and workshop venues, and office cleanliness.

**Executive Secretary** will provide support to the Office Manager to ensure effective and efficient administrative operations are provided to WaterAid Uganda.

### Key responsibilities:

- Efficiently manage the front desk and all the reception activities.
- Provide general administrative support services.
- Provide effective support to the Office Manager on procurement processes and records management.
- Support the Office Manager to coordinate all logistic arrangements.

To be successful, you'll need a Bachelor's degree or degree or advanced diploma in Secretarial Studies, Business Administration or any other related course. You will also need at least two to three years' demonstrated experience and knowledge of office administrative functions and use of computers and office software packages

(Microsoft Office – Excel, Word, PowerPoint; Lotus, etc.).

**Office Attendant** will oversee general cleanliness and maintenance of WaterAid Uganda's office, together with managing the office canteen.

### Key responsibilities:

- Maintain cleanliness and order in office premises.
- Prepare tea and source lunch for staff.
- Open and lock up the office premises at the beginning and end of the day to ensure safety and security.
- Support staff in moving documents around the office.

To be successful, you'll need to hold an advanced level Certificate of Education ('A' level). You will also need at least one year's demonstrated experience in cleaning, sanitary work and running office errands.

By 2030 we want everyone everywhere to have safe water and sanitation. We need you to help us make it happen. If you bring your expertise, passion and professionalism, we'll give you a lot back.

For more information on this role, or to apply, please visit [www.wateraid.org/jobs](http://www.wateraid.org/jobs)  
Closing date: **15 April 2016**

Please apply by using our online application form. Only applications submitted on WaterAid's standard application form will be considered.

**Send your applications via the email below**  
[wateraid@nftconsult.com](mailto:wateraid@nftconsult.com).

**Please note:** in order to apply for this role you must be able to demonstrate your eligibility to work in Uganda. WaterAid is an equal opportunities employer.

**Only shortlisted candidates will be contacted for interview.**