



INSPECTORATE OF GOVERNMENT (IG)



EAST AFRICAN ASSOCIATION OF ANTI-CORRUPTION AUTHORITIES (EAAACA)

CAREER OPPORTUNITIES

The Inspectorate of Government (IG) is established by the Constitution of the Republic of Uganda under Chapter 13 as the Good Governance Institution and Anti Corruption body of the country responsible for promoting and fostering strict adherence to the rule of law and principles of Natural Justice in administration; elimination and fostering the elimination of corruption, abuse of authority and public office and supervision and enforcement of the Leadership Code of Conduct.

The mission of the IG is "to promote good governance through enhancing accountability and transparency; and enforcement of the rule of law and administrative justice in public offices."

The Appointments Board of the IG now seeks to recruit suitably qualified, experienced and competent professionals to fill the following vacancies:

1. JOB TITLE: PRINCIPAL HUMAN RESOURCE OFFICER (1 Vacancy)

Reports To: The Under Secretary
Responsible for: Human Resource Officers

Role:
To plan, develop and coordinate the implementation of strategic human resource policies and development programmes and monitor and evaluate their implementation in line with the IG's corporate plan, the HR Manual and the HR Rules, Policies and Regulations.

Duties:
The officer will be responsible to the Under Secretary for performing the following duties:-

- Head the Human Resource unit.
- Plan and set performance targets for the Senior Human Resource Officer and Human Resource Officer in the unit.
- Standardize and Coordinate the processes of recruitment for the Inspectorate of Government.
- Interpret various aspects of the personnel policies, rules and regulations, including the Uganda Government Standing Orders.
- Provide staff guidance and counseling services.
- Manage the establishment and staffing control information systems
- Assist in the preparation of draft estimates of expenditures on personnel and make staffing proposals in close liaison with other Heads of Directorates and/or Units.
- Coordinate staff appraisals, personnel development and training programmes for IG staff.
- Administer the pay-roll in close liaison with the Accounts Section.
- Coordinate with all departmental heads on matters relating to human resource planning, technical and professional training to ensure consistency, fairness and positive impact on service delivery.
- Process and verify information related to recruitment, salary changes, personnel statistics and Job Analysis.
- Draft letters of appointment, discipline, termination and transfers within the IG.
- Assist in assessing terminal benefits e.g. Gratuities etc.
- Responsible for up-dating staff list for the Inspectorate of Government
- Ascertain salary entry points.
- Supervise the work of the support staff in close liaison with the Office Supervisor.

Person Specifications:

- a) Minimum Qualifications, Competences and Experience**
- A Bachelor (Hons) Degree in Social Sciences, Human Resource Management.
 - A Post Graduate Diploma qualification in Human Resource Management from a recognised University/Institution.
 - Master's degree in Human Resource Management from a recognised University/Institution will be an added advantage.
 - Must be Computer Literate and shall be required to show proof.
 - Membership of the relevant professional organization/body where applicable will be added advantage.
 - Experience in the management of the training function.
 - Applicants should have a minimum of six (6) years of relevant working experience three (3) of which should have been gained at Principal Level in Government or equivalent level of working experience from a reputable organisation.
 - Ability and experience in building, leading and working with teams.
 - Interpersonal skills, written and oral communication skills, including the ability to communicate effectively with all levels in the organisation.
 - High Level of integrity.

- b. Age limit:** 35 - 50 years
C. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-3

2. Job Title: Human Resource Officer (1 Vacancy)

Salary Scale: : IG 5
Reports to: Senior Human Resource Officer

Role: To participate in the Human Resource management in the Inspectorate of Government

Duties: The officer will be responsible to the Senior Human Resource Officer for performing the following duties:-

- Carryout staff welfare management for Inspectorate of Government.
- Planning and organizing the manpower resource through recruitment, deployment, training, utilization and discharge as per schedule.
- Provide technical support to the Inspectorate of Government on matters related to Human Resource management.
- Monitor staff performance through staff appraisal exercise to ensure quality service delivery.
- Prepare Human Resource management work plans, budgets and performance reports as instructed by the supervisor.
- Interpret the Human Resource policies, rules, regulations and procedures.
- Provide assistance in the management of payroll in the Inspectorate of Government.
- Compile, review and keep custody of the staff list and related personnel records.

Person Specifications:

a) Minimum Qualifications, Competences and Experience

- Bachelor (Hons) Degree in Human Resource Management or Public Administration and Management or Business Studies/Administration (Management/HRM Option).
- A Post Graduate Diploma qualification in Human Resource Management from a recognised University/Institution will be an added advantage.
- Must be Computer Literate and shall be required to show proof.
- Experience in the management of the training function.
- Applicants should have a minimum of three (2) years relevant working experience in Government or reputable organization.
- Ability and experience in building, leading and working with teams.
- Interpersonal skills, written and oral communication skills, including the ability to communicate effectively with all levels in the organisation.
- High Level of integrity.

- b. Age limit:** 25 – 40 years of age.
c. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-5

3. JOB Title: ACCOUNTS ASSISTANT (1 Vacancy)

Reports To: ACCOUNTANT
Duties:-

The Incumbent will be responsible to the immediate Supervisor for performing the following duties:-

- Receiving, and verifying daily revenue collection returns/ collection reports from banks in line with IG procedures and guidelines.
- Receipting and posting all revenue collection returns from banks and ensuring receipts are promptly issued to the rightful payers.
- Reconciling revenue credited and transferred by banks and preparing reconciliation reports in line with set guidelines and procedures.
- Conducting operational relationship engagements with revenue collecting banks to enhance compliance with collection agreements, revenue accounting and reporting procedures.
- Identifying and documenting queries to banks as well as responding to queries and inquiries regarding revenue accounting and reporting.

Person Specifications:

a) Minimum Qualifications, Competences and Experience:

- Applicants should hold a Diploma in Commerce, Finance, Accounting and Business studies from a recognized University/Institution.
- Applicants should have a minimum of three (3) years experience in accounting in Government or equivalent level of experience from a reputable organization.
- Must be computer Literate and shall be required to show proof.
- He/She should have strong analytical skills, high level of proficiency in the use of computer applications especially spreadsheets and database, computerized accounting systems (such as IFMS, Sun System, etc)
- Good Communication and Interpersonal skills.
- High level of integrity.

- b. Age limit:** 25 – 35 years of age.

c. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-6D

East African Association of Anti-Corruption Authorities (EAAACA) is an independent, non-profit making and non-political Association that was formed in September 2007 in Kampala, Uganda. It is composed of national Anti-Corruption Authorities in Eastern Africa i.e. Burundi, Djibouti, Ethiopia, Kenya, Rwanda, South Sudan, Tanzania and Uganda. The Mission of EAAACA is to "promote, facilitate and regulate regional cooperation and to accord mutual legal and technical assistance to member authorities regarding the prevention and combating of corruption in the region".

To be able to carry out its objectives, EAAACA has a Secretariat based in Kampala, Uganda, responsible for the day to day running of the Association.

The Association now seeks to recruit suitably qualified, experienced and competent professionals to fill the following vacancies at the Secretariat.

1. Job Title	: Administrative Secretary
Salary Scale	: EAAACA 2
Reports to	: General Secretary
Responsible for	: All support staff at EAAACA Secretariat

Job purpose

To deputize the General Secretary in managing and coordinating all the Association's projects, programmes and administrative matters.

Key functions

- Providing administrative support services to EAAACA Secretariat.
- Managing, updating and monitoring inventory of equipment fixtures and logistics at the Secretariat
- Updating and uploading the EAAACA website and maintenance of EAAACA internet.
- Managing and providing efficient utilization and accountability of all resources of the Secretariat.
- Organizing functions and meetings of the Association.
- Carrying out the role of deputizing the General Secretary.
- Providing technical support and guidance to the technical departments on matters relating to administration.
- Coordinating safe custody and proper management of the Association's records.
- Managing the procurement and safe custody of the Association's properties and assets.
- Compiling responses for the General Secretary to inquiries raised in the meetings and writing speeches for General Secretary and other superiors.
- Monitoring adherence to the Association's policies and obligations.
- Any other duties assigned from time to time.

Person specifications

(i)Qualifications

- Should have an Honours Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration, Secretarial Studies or Art or Management or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option or Management Science; and
- Should have a post graduate diploma in Public Administration and Management from a recognized University or Institution. Possession of a Masters Degree in the fields mentioned above from a recognized university/Institution will be an added advantage.

(ii)Experience

Should have a working experience of at least three (3) years handling administrative duties from a reputable organization.

(iii) Competences

- Planning and Budgeting
- Information Communication Technology
- Communication
- Ethics and Integrity
- Result oriented
- Accountability
- Teamwork
- Time management

iv) Employment terms

- Three year contract, renewable subject to satisfactory performance and availability of funding.

2. Job Title	: Accounts Assistant
Salary Scale	: EAAACA 3
Reports to	: Accountant

Job purpose

To perform basic accounting processes involving preparing and keeping books of accounts.

Key functions

- Preparing and taking custody for accounting records and documents;
- Processing differed tax payments and returns and keeping records thereof;
- Posting financial transactions, cashbooks and subsidiary ledgers to general ledger and updating books of accounts;
- Providing custody of cash and imprest and effecting payments inclusive of staff salaries;
- Preparing draft monthly reconciliation reports.
- Processing all payments, including salaries.
- Any other duties assigned from time to time.

Person specification

(i) Qualification

- A minimum of a Diploma in Accounting or Financial Management or, Business Studies/Administration with Accounting and/or Financial Management as a subject obtained from a recognized awarding Institution; or
- A Pre-professional Accounting Qualification (ATC or CAT) awarded from a recognized Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

(ii)Experience

At least three (3) years working experience handling similar duties from a reputable organization.

(iii) Competences

- Book Keeping;
- Ledger Management;
- Information Communication Technology;
- Accountability;
- Ethics and Integrity; and
- Time management

Employment terms: Three year contract, renewable subject to satisfactory performance and availability of funding.

For more information about the jobs, please contact the General Secretary, East African Association of Anti-Corruption Authorities office on telephone **+256 414 346 185**.

Application Procedure:

Interested candidates who meet the specifications above should pick application forms from and apply to;

The Secretary Appointments Board Inspectorate of Government 5th Floor Jubilee Insurance Building Parliament Avenue P.O Box 1682, Kampala. E-mail: secig@igg.go.ug

To reach not later than 22nd April 2015, 5:00pm, local time. The application forms can also be down loaded from the internet www.igg.go.ug address above.

Please enclose detailed C.V, copies of academic certificates, transcripts and testimonials, day time telephone numbers, postal and E-mail address.

In addition include telephone numbers of three competent referees, who should not be relatives.

Any form of canvassing for a post shall lead to automatic disqualification. Only successful candidates shall be contacted.