



THE REPUBLIC OF UGANDA
MINISTRY OF EDUCATION AND SPORTS
VACANCY ANNOUNCEMENT

1.0 Background

The Government of Uganda has received financing of US\$ 150 million from the World Bank towards support to the 3-year Uganda Secondary Education Expansion Project (USEEP) under the Ministry of Education and Sports (MoES). The project became effective on 19th May 2022 and is expected to close by 31st December, 2025.

USEEP comprises of four Components including; (i) Expansion of Lower Secondary Education; (ii) Hosting Community and Refugee Education Support; (iii) Improving Teachers' Support and Strategy Development Nationally; and (iv) Project Management, Monitoring and Evaluation.

The Ministry of Education and Sports now invites qualified Ugandans to fill the position of **Financial Management Specialist as indicated below;**

2.0 Job Descriptions and Person Specifications

Title:	Financial Management Specialist
Reports to:	Project Coordinator through the Deputy Project Coordinator
Duration:	24 months, subject to renewal upon satisfactory performance
No. of Positions:	one (1)
Duty Station:	Kampala Project Office
Job Reference:	FMS-USEEP001

Job Purpose:

Responsible for the financial management function of USEEP. He/She will manage and monitor all the financial activities of the project in line with the international and the Government of Uganda (GoU) financial regulations and performing analytical work on financial management and financial accountability issues.

Key Duties and Responsibilities:

The incumbent will be responsible for performing the following duties:

1. Providing an oversight to the overall USEEP's financial management functions including recording, reporting, budgeting, accounting and banking and treasury activities ensuring full compliance with the Financial Accounting (FA), the Public Accounting (PA) and the Purchase Order Management (POM);
2. Elaborating with the collaboration of the heads of the different implementing entities, the annual USEEP financial plans and budgets and submitting them for approval and further endorsement of the Steering Committee through their corresponding channels to the Project Coordinator through the Deputy Project Coordinator;
3. Supporting all the USEEP implementing entities within either the MoES or outside MoES as applicable throughout the process of the USEEP financial transactions ensuring compliance with the Financial Accounting (FA), the Public Accounting (PA) and the Purchase Order Management (POM);
4. In liaison with the sub-component technical leads, preparing annual budgets and expenditure work plans;
5. Providing guidance to the Project Coordination Unit (PCU) as applicable, if required, on the financial sections of bidding documents, contracts, other financial arrangements and purchase orders, supervising their conformity to project implementation requirements and budgets as per the POM and the approved USEEP annual implementation and procurement plans and budget;
6. Providing the financial reporting on the regular basis following the established procedure to either the Permanent Secretary, Ministry of Education and Sports (via the Project Coordinator and then the Commissioner Education Planning of the MoES) and the International Development Association (IDA), as well as to GoU's relevant financial and tax authorities;
7. Preparing and submitting to the authorized signatory the withdrawal applications and financial and accounting reports for submission to the MoES, MoFPED and the IDA;

8. Maintaining financial management and accounting policies and procedures attuned to the FA, the PA and the POM including adequate internal controls to ensure safeguarding of the projects assets and funds;
9. Consolidating the reports received from the different implementing entities and issue overall financial reports with appropriate presentation and content to support decision making;
10. Ensuring that all contracts and other commitments are promptly entered in a commitment control record so that the uncommitted/unspent balance on each activity and line item is readily known at any point of time;
11. Ensuring that the USEEP financial management system is aligned to the Integrated Financial Management Information System (IFMIS) put in place by the GoU through MoFPED;
12. Providing guidance, if requested, to the different implementing entities of the USEEP on financial requirements to USEEP implementation and planning;
13. Any other relevant duties as assigned from time to time.

Qualifications, Skills and Experience

Applicants should be in possession of;

- i) An Honours Bachelor's Degree in commerce (Accounting option), Business; or Administration (Accounting option) or; Accounting or; Finance.
- ii) A Masters Degree in Financial Management or; Business Administration or related fields will be an added advantage.
- iii) Applicants should have full professional qualifications in ACCA or CPA
- iv) Applicants should have seven (7) years of practical working experience in financial management or related accounting duties in a public or private institution.
- v) A minimum of three (3) years of experience in financial and accounting procedures of Government of Uganda, World Bank or other Multilateral Development Banks is essential.
- vi) Experience in Finance and Administration is an added advantage.
- vii) Knowledge of the Government of Uganda IFMS system is desirable.

3.0 How to apply

Applications accompanied by a detailed Curriculum Vitae, copies of certificates and transcripts, Appointment letters from previous and current work station and at least three competent referees, one of whom must be a current or previous employer should be received not later than **3rd May, 2024, 5:00 pm East African Time.**

All applications should be addressed to;

The Permanent Secretary,

Ministry of Education and Sports and delivered to

the Security Registry (Floor 4, Room 1),

Embassy House, King George VI Way.



Richard Enyomu

For: PERMANENT SECRETARY