



**INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
OF UGANDA**

VACANCY ANNOUNCEMENT

ICPAU is the national professional accountancy body in Uganda, established by The Accountants Act. It has the legal mandate to regulate and maintain the Standard of Accountancy in Uganda; to prescribe and regulate the conduct of accountants and practising accountants in Uganda; as well as conduct professional accountancy examinations in Uganda.

ICPAU seeks to recruit dynamic, visionary, courteous, self-driven, energetic, team players and committed individuals of high integrity who can bring expertise in their fields.

1. HEAD OF HUMAN CAPITAL & HR BUSINESS MANAGEMENT (1 POSITION) - DCS001/07/18

Role Title: Head of Human Capital & HR Business Management	Section: Human Resources Directorate: Corporate Services
Role Location: Kampala	Reporting to: Director: Corporate Services
Role Purpose & Context:	
The job holder will manage all human resource activities to support the ICPAU's strategy and be responsible for HR-related projects.	
Key Responsibilities:	
Human Capital	
<ol style="list-style-type: none">1. Ensures that all matters relating to Human Resources are at all times conducted in accordance with legislative requirements and the ICPAU's HR Manual.2. Implements best practice HR / learning and development solutions within the ICPAU.3. Provides guidance and support in recruitment processes, to ensure that the most appropriate candidates are selected and retained e.g. drafting job advertisements for vacant jobs, screening applications, short listing, interviewing and selecting candidates.4. Conducts performance evaluation training and monitors and participates in staff performance evaluations.5. Monitors the compensation and benefits data of the ICPAU to determine the competitiveness of the compensation plan.6. Manages staff orientation to foster positive attitudes towards the Institute's vision, values and strategies.7. Prepares and monitors plans and budgets.8. Implements appropriate risk management in the HR function.	

9. Liaises with finance and provides information for preparation of the payroll.
10. Carries out staff audits, identifies gaps and proposes appropriate staffing levels for the Institute.
11. Monitors and reviews the HR metrics, analysing root causes of problems, identifying practical solutions and initiating action to ensure ongoing improvements.
12. Provides guidance and support in relation to discipline and grievance handling process.

HR Business Management

1. Responsible for HR-related projects which relate to the needs of the ICPAU and its stakeholders.
2. Performs salary surveys and monitors relevant HR metrics at all levels of the accountancy profession.
3. Liaises with employers and other stakeholders to establish the performance requirements of professional accountants and supports placement of ICPAU members and students.
4. Carries out any other duties as assigned by the Chief Executive and/or Director: Corporate Services.

Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):

Qualifications

1. Degree
2. Postgraduate Qualification in Human Resources Management, Administration, Management or any other relevant field.

Experience

1. At least three years in a dynamic Human Resources role.
2. Understanding and practical knowledge of labour laws and statutory returns.
3. Breadth of knowledge and business acumen obtained within a generalist HR function directly in or closely supporting line operations.
4. Commitment to Continuous Improvement and Business Excellence programmes.
5. Proven record of managing HR within a similar operational environment.
6. Proven ability to successfully plan, manage and implement change management programmes.
7. Proven track record of managing projects including the co-ordination of multiple internal and external resources.
8. Experience in a people management role.
9. Used to providing standalone technical and professional HR knowledge in a variety of challenging situations directly to managers and employees.

Personal Attributes: Planning and Organising; Accountability; Team Work; Creativity; Client Orientation; Commitment to Continuous Learning; and Technological Awareness.

2. HEAD OF INFORMATION & COMMUNICATIONS TECHNOLOGY (1 POSITION) - DCS002/07/18

Role Title: Head of Information & Communications Technology	Department: Information & Communications Technology Directorate: Corporate Services
Role Location: Kampala	Reporting to: Director: Corporate Services
Role Purpose & Context:	
The job holder provides leadership and support on all activities of the Institute relating to Information and Communication Technology.	
Key Responsibilities:	
<ol style="list-style-type: none"> 1. Develops and implements an ICT strategy and policies that support the Institute's activities. 2. Provides requisite ICT support for all ICPAU business systems. 3. Coordinates ICT functions in the Institute. 4. Implements ICT standards and best practices. 5. Leads and manages the ICT team in the design, development, implementation, operation and support of an integrated ICT infrastructure. 6. Ensures efficient and effective ICT support to end-users through effective supervision of the ICT team, including training users to ensure best utilization of available ICT facilities. 7. Implements digitized document management solutions to automate existing manual work flows. 8. Advises on emerging or new technologies, media convergence and opportunities for ICPAU. 9. Initiates and supports innovative ICT solutions for Institute's growth and development. 10. Supports procurement of IT equipment and software. 11. Implements robust risk management in the ICT function. 12. Prepares, implements and monitors plans and budgets. 13. Builds and manages relationships with the Institute's stakeholders and ensures that the highest levels of customer satisfaction are met. 14. Carries out any other duties as assigned by the Director - Corporate Services. 	
Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):	
Qualifications	
<ol style="list-style-type: none"> 1. Degree in Computer Science, Information Technology or any other related field. 2. Postgraduate qualification in a relevant field is an added advantage. 	
Experience	
<ol style="list-style-type: none"> 1. A minimum of five years' relevant practical working experience in a reputable organization. 2. Breadth of knowledge and business acumen obtained within an ICT function directly in or closely supporting line operations. 3. Experience in a people management role. 	
Personal attributes: Professionalism; Communication; Teamwork; Planning and Organizing; Accountability; Creativity; Client Orientation; Commitment to Continuous Learning; Technological Awareness.	

3. HEAD OF COMMUNICATIONS (1 POSITION) - OCE001/07/18

Role Title: Head of Communications	Section: Communications Office: Office of the CEO
Role Location: Kampala	Reporting to: CEO/Secretary
Role Purpose & Context:	
The job holder is responsible for managing the Institute's Communications function in line with its brand.	
Key Responsibilities:	
<ol style="list-style-type: none"> 1. Manages the Institute's communications function. 2. Manages print and electronic publications. 3. Develops, implements and monitors the Institute's communications plan. 4. Prepares, implements and monitors plans and budgets. 5. Implements appropriate risk management in the communications function. 6. Builds and manages relationships with the Institute's stakeholders and ensures that the highest levels of customer satisfaction are met. 7. Maintains and enhances the Institute's image and reputation. 8. Works closely with other staff to promote the Institute's brand. 9. Builds media relationships and works with targeted media. 10. Manages media-related events. 11. Organises and speaks at press conferences, interviews and talk shows. 12. Maintains and updates information on the Institute's website and social media platforms. 13. Prepares and reviews speeches, press releases, advertisements, presentations and articles. 14. Supervises line staff. 15. Carries out any other duties as assigned by the CEO/Secretary. 	
Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):	
Qualifications	
<ol style="list-style-type: none"> 1. Degree in English, Journalism, Communications, Public Relations, Media or other relevant field. 2. Postgraduate qualification in a relevant field is an added advantage. 	
Experience	
<ol style="list-style-type: none"> 1. At least 5 years working in public relations and/or corporate communications. 2. Proven record of press relationships. 3. Experience providing communications support to senior executives. 4. Experience in drafting and editing press releases, bylines, articles, newsletters, speeches, and other marketing materials. 	
Personal Attributes	
<ol style="list-style-type: none"> 1. A passion for influential communications complemented by outstanding writing and interpersonal skills. 2. Ability to interpret complex concepts and translate them into engaging campaigns. 	

3. A proactive professional experienced in communicating across varied platforms and technologies, including traditional media, digital, social and direct channels.
4. Able to demonstrate the efficacy of public relations and social media campaigns.
5. Able to work collaboratively on a team.
6. Have a proven track record in creating and executing a wide range of communications initiatives.
7. Ability to think creatively in a changing media environment.
8. Ability to work well under pressure and adapt quickly to change.

4. COMMUNICATIONS OFFICER (DIGITAL PLATFORMS) (1 POSITION) - OCE002/07/18

Role Title: Communications Officer (Digital Platforms)	Section: Communications Office: Office of the CEO
Role Location: Kampala	Reporting to: Head of Communications
Role Purpose & Context:	
The job holder will play a key role in enhancing digital and social media communication of the Institute.	
Key Responsibilities:	
<ol style="list-style-type: none"> 1. Creates content for digital media including infographics, images, videos, blogs and podcasts. 2. Supports the creation of engaging and authentic digital media. 3. Manages web content including soliciting, originating, editing and updating the website. 4. Coordinates with communications team to improve website's key performance indicators. 5. Manages and updates content for social media sites. 6. Creates, manages and distributes electronic publications. 7. Provides input and supports the Institute's broader communication activities. 8. Carries out any other duties as requested by the Head of Communications. 	
Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):	
Qualifications Degree in English, Communications, Journalism, Digital Media, Marketing or other relevant fields	
Experience and Skills <ol style="list-style-type: none"> 1. Experience in recording, researching, writing, editing and producing well executed communication. 2. Ability to create digital and online communication including creating infographics, graphic design skills and basic videography including editing. 3. Experience in working with content management systems and applications in the delivery of website, digital and social media communications. 4. Highly developed written and oral communications. 5. Advanced computer literacy across a range of applications. 	
Personal Attributes <ol style="list-style-type: none"> 1. A passion for influential communications complemented by outstanding writing and interpersonal skills. 2. Ability to interpret complex concepts and translate them into engaging campaigns. 3. Ability to think creatively in a changing media environment. 4. Ability to work well under pressure and adapt quickly to change. 5. Strong journalistic and editorial skills. 	

5. EDUCATION OFFICER (1 POSITION) - DE001/07/18

Role Title: Education Officer	Section: Education & Training Directorate: Education
Role Location: Kampala	Reporting to: Head of Education & Training
Role Purpose & Context:	
The job holder will coordinate all aspects of the CPD programme and the practical experience training.	
Key Responsibilities:	
<u>Continuing Professional Development</u>	
<ol style="list-style-type: none"> 1. Identifies the training and development needs of professional accountants. 2. Designs training and development programmes based on the identified needs. 3. Identifies suitable trainers and speakers for CPD courses and manages proper flow of CPD events. 4. Builds the training resources and materials of the Institute including, training notes, materials and methodologies. 5. Designs alternative training delivery systems to meet the needs of members, including online and e-learning training courses. 6. Researches new technologies and methodologies in workplace learning and shares research results. 7. Budgets for planned CPD activities and keeps expenditure within budgeted amounts. 8. Responds to both written and verbal enquiries relating to professional development. 9. Evaluates the CPD courses to determine if learning outcomes are being met and courses modified as appropriate. 10. Prepares activity reports on the implementation of the Institute's CPD programme. 11. Attends meetings of the various committees with CPD responsibilities. 12. Coordinates with the other staff and departments to organise CPD events. 	
<u>Practical Experience Training</u>	
<ol style="list-style-type: none"> 1. Coordinates the implementation of the Institute's practical training programme. 2. Reviews training logbooks and monitoring progress of trainees. 3. Prepares, agrees and reviews assessment plans with trainees and their supervisors. 4. Records assessments based on the prescribed practical training requirements. 5. Communicates and responds to inquiries from trainees and other stakeholders regarding practical training, learning and career progression. 6. Provides advice and guidance on training, education and staff development matters to employers and supervisors. 7. Conducts evaluations for approval of employers for the practical experience training. 8. Prepares periodic reports on the implementation of the practical experience training. 9. Participates in developing, introducing and maintaining systems and procedures for meeting the Institute's learning and development strategy. 	

10. Coordinates with the other staff and departments in implementing the practical experience training.
11. Sensitises employers, supervisors, mentors and students on practical training.
12. Provides administrative support to the Education Committee.
13. Carries out any other duties as assigned by the Head: Education and Training.

Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):

Qualifications

1. A degree.
2. A qualification in education or accountancy is an added advantage.

Experience

At least 3 years administrative experience.

Personal attributes

1. Excellent technical skills.
2. Good numerical skills and an understanding of statistics.
3. Planning and organisation skills.
4. Excellent Communication and interpersonal skills.
5. Analytical and Problem-solving skills.
6. Team working skills.
7. Decision making.

6. QUALITY ASSURANCE OFFICER (1 POSITION) - DSR001/07/18

Role Title: Quality Assurance Officer	Department: Quality Assurance and Regulation Directorate: Standards and Regulation
Role Location: Kampala	Reporting to: Manager - Quality Assurance and Regulation
Role Purpose & Context:	
The job holder ensures that the requirements set by Statement of Membership Obligation 1 (SMO 1) are complied with. The QA officer will also be responsible for Licensing, Inspections and CPD compliance.	
Key Responsibilities:	
<p><u>Quality Assurance</u></p> <ol style="list-style-type: none"> 1. Participates in Quality Assurance Reviews by: <ol style="list-style-type: none"> (a) Scheduling firms for quality reviews and inspections. (b) Conducting visits in a professional manner. (c) Establishing relationships with practising accountants and gaining their trust and respect. (d) Identifying and analysing review findings and providing constructive advice. (e) Preparing quality reviews reports. 2. Prepares periodic activity reports on the progress of the quality assurance programme. 3. Prepares reports for the Quality Assurance Board regarding the outcome of the Quality Reviews. 4. Provides administrative support for the Quality Assurance Board. <p><u>CPD Compliance</u></p> <ol style="list-style-type: none"> 1. Assesses compliance with CPD requirements by ICPAU members. 2. Liaises with the CPD officer on the CPD programme. <p><u>Licensing and Inspections</u></p> <ol style="list-style-type: none"> 1. Processes license and practising certificate applications. 2. Reviews and vets the relevant practical experience obtained by applicants for registration as practising accountants. 3. Inspects Accounting Firms. 4. Prepares reports following inspection. <p><u>Others</u></p> <ol style="list-style-type: none"> 1. Prepares relevant presentation and training material. 2. Participates in Financial Reporting Awards evaluation. 3. Responds to inquiries regarding licensing, inspections, CPD compliance and Quality Assurance. 4. Reviews practical experience training records. 5. Carries out any other duties as assigned by the Manager - Quality Assurance & Regulation. 	
Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):	
<p>Qualifications</p> <ol style="list-style-type: none"> 1. Degree 2. Certified Public Accountant 	

Experience

1. At least 3 years of professional experience in auditing or quality assurance.
2. Experience with implementation of corrective action programmes.
3. Understanding of tools, concepts and methodologies of Quality Assurance.
4. Experience with CPD monitoring and compliance

Personal attributes

1. Excellent technical skills.
2. Planning and organization skills.
3. Communication and interpersonal skills.
4. Confidence.
5. Good numerical skills and an understanding of statistics.
6. Problem-solving skills.
7. Team working skills.
8. IT skills.

7. TECHNICAL OFFICER (1 POSITION) - DSR002/07/18

Version:	Date Issued (once signed off by manager and employee):
Role Title: Technical Officer	Department: Standards and Technical Directorate: Standards and Regulation
Role Location: Kampala	Reporting to: Standards and Technical Support
Role Purpose & Context:	
The job holder will be responsible for providing technical support and advice on matters of Public Finance Management (PFM) and taxation to ICPAU stakeholders.	
Key Responsibilities:	
<ol style="list-style-type: none"> 1. Responds to technical inquiries on Taxation, IPSAS and PFM. 2. Conducts research and surveys on Taxation, IPSAS and PFM in liaison with relevant stakeholders. 3. Participates in the development of policy proposals and comments on legislation and regulations that impact PFM, taxation and tax practice. 4. Generates comments on consultation documents issued by the relevant standard setting bodies. 5. Produces technical guidance material and articles on thematic areas relevant to taxation, IPSAS and PFM. 6. Participates in the Financial Reporting (FiRe) Awards evaluation process and prepares feedback reports to entities that participate in the FiRe Awards. 7. Provides technical advice on the CPD programme to ensure quality, clarity, relevance and adequacy. 8. Provides administrative and technical support to the Committees responsible for Professional Standards. 9. Participates in developing and implementing a staff training programme on professional standards. 10. Builds and maintains relationships with other organizations on areas of mutual interest. 11. Carries out any other duties as requested by the Manager - Standards and Technical Support. 	
Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):	

Qualifications

1. Degree
2. Certified Public Accountant

Experience

1. At least 3 years of relevant work experience in taxation, professional practice, professional accountancy organisation, or public sector organisation.
2. Good knowledge and practical experience in taxation and public financial management with reasonable understanding of issues relating to accounting or auditing in the public sector.
3. Good knowledge of International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRSs)

Personal attributes

1. Self-motivation and confidence.
2. Excellent technical skills.
3. Planning and organization skills.
4. Excellent Communication.
5. Strong interpersonal skills.
6. Analytical and Problem-solving skills.
7. Team working skills.
8. Decision making.
9. Good project management skills.
10. Good numerical skills and an understanding of statistics.
11. Keen interest in the taxation and public financial management.

8. FINANCE OFFICER (1 POSITION) - DCS003/07/18

Role Title: Finance Officer	Directorate: Corporate Services Department: Finance
Role Location: Kampala	Reporting to: Senior Accountant
Role Purpose & Context:	
The jobholder is responsible for payments and creditors management.	
Key Responsibilities:	
<ol style="list-style-type: none"> 1. Processes payments in compliance with financial policies and procedures. 2. Performs day to day financial transactions, including verifying, classifying, computing, posting and recording accounts payable data. 3. Generates payment advices and remits them to supplies. 4. Reconciles the accounts payable ledger to ensure that all payments are accounted for and properly posted. 5. Prepares bank deposits and reconciles transactions. 6. Research prior payments, allocations, and/or other queries as requested. 7. Verifies discrepancies and resolves clients' billing issues. 8. Generate financial reports detailing accounts payable status. 9. Builds and manages relationships with the Institute's stakeholders and ensures that the highest levels of customer satisfaction are met. 10. Carries out any other duties as assigned by the Senior Accountant. 	
Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):	
Qualifications A degree in accounting or Accounting Technicians Diploma or its equivalent.	
Experience Is necessary but not a pre-requisite.	
Personal attributes <ol style="list-style-type: none"> 1. Good oral and written communication skills, 2. The ability to work as part of a team, 3. Excellent analytical and numerical abilities, 4. Sound business knowledge, 5. Accuracy and an eye for detail. 	

9. STORES MANAGEMENT OFFICER (1 POSITION) - DCS004/07/18

Role Title: Stores Management Officer	Department: Finance
Role Location: Kampala	Reporting to: Cost & Management Accountant
Role Purpose & Context:	
The job holder is responsible for managing the Institute's stores.	
Key Responsibilities:	
<ol style="list-style-type: none"> 1. Keeps stores clean and orderly. 2. Maintains proper stores records. 3. Maintains appropriate reorder levels and advises users. 4. Receives and issues inventories and consumables. 5. Initiates payments for supplies received in the stores. 6. Builds and manages relationships with the Institute's stakeholders and ensures that the highest levels of customer satisfaction are met. 7. Carries out any other duties as assigned by the Cost & Management Accountant. 	
Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):	
Qualifications	
<ol style="list-style-type: none"> 1. Diploma in Stores Management, Accounting or other finance-related field. 2. A degree is an added advantage. 	
Experience	
A minimum of two years' relevant experience.	
Personal attributes	
<ol style="list-style-type: none"> 1. Good oral and written communication skills. 2. The ability to work as part of a team. 3. Excellent analytical and numerical abilities. 4. Sound business knowledge. 5. Accuracy and an eye for detail. 	

10. RELATIONS ASSISTANT (FRONT OFFICE) (1 POSITION) - OCE003/07/18

Role Title: Relations Assistant (Front Office)	Section: Contact Management Office: Office of the CEO
Role Location: Kampala	Reporting to: Head of Contact Management
Role Purpose & Context:	
The job holder is responsible for the provision of high quality front desk service to all ICPAU clients and building positive relationships with clients.	
Key Responsibilities:	
<ol style="list-style-type: none"> 1. Handles telecommunications, enquiries and guests in a courteous manner. 2. Cordially receives and attends to or directs guests. 3. Sorts and routes mail. 4. Promotes the Institute's image and brand. 5. Builds and manages relationships with the Institute's stakeholders and ensures that the highest levels of customer satisfaction are met. 6. Provides a first point resolution service to stakeholders in a professional manner. 7. Maintains a tidy and professional front office area. 8. Performs secretarial work and stores records. 9. Provides administrative support as assigned. 10. Carries out any other duties as assigned by the Head of Contact Management. 	
Qualifications, Experience & Personal Attributes needed to meet the demands of the role (required/desired):	
Qualifications Degree	
Experience <ol style="list-style-type: none"> 1. At least three years of relevant experience. 2. Customer service experience. 	
Personal attributes <ol style="list-style-type: none"> 1. Excellent communication and influencing skills. 2. Previous customer service experience in a professional environment. 3. Good problem-solving and analytical skills. 4. An understanding of how your Institute works. 5. A good grasp of new technology and how to use information systems and archives. 6. Highly organised, logical and methodical approach to work. 7. Accuracy and attention to detail. 8. Ability to apply knowledge and sound judgment. 9. Positive attitude, encouraging and supporting others. 	

TERMS: The positions are based in Kampala and have attractive remuneration packages.

HOW TO APPLY: Interested applicants should write to the address below describing how they qualify for the position by **FRIDAY, 17 AUGUST 2018**, quoting the Job Reference Numbers above. Only selected candidates will be contacted.

Your application should include a detailed curriculum vitae, copies of certificates, three references including at least two previous employers (if any), and functioning telephone numbers/e-mail addresses. Send your application with all the necessary documents quoting the job reference number to the address below or by email.

**Secretary,
Institute of Certified Public Accountants of Uganda,
42 Bukoto Street, Kololo,
P. O. Box 12464,
Kampala,
Uganda.
E-mail: recruitment@icpau.co.ug Website: www.icpau.co.ug**