



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 a dynamic, visionary, courteous, self-driven, energetic, team player and committed individual of high integrity who can bring expertise in his/her field. The ideal candidate should:

- Have a good command of the English language (both spoken and written).
- Have excellent communication and computer skills.
- Have good interpersonal skills.
- Have analytical and problem-solving skills.
- Be creative, innovative, adaptable and have a passion for quality.

1. ADMINISTRATIVE ASSISTANT (1 POSITION) AA001/08/19

Directorate: STANDARDS & REGULATION

Reports to: Director, Standards and Regulation

Reviewing Officer: Secretary/CEO

Role Location: Kampala

Role Purpose & Context:

The job holder provides timely and efficient administrative support to the Directorate of Standards and Regulation and the Directorate of Education.

Key Responsibilities:

1. Responds to inquiries, provides relevant information or redirects inquires and requests.
2. Participates in organising meetings, activities and events.
3. Follows up on the production of and/or prepares minutes and actions therein.
4. Maintains the Directorates' diaries and coordinates visits, meetings and travels.
5. Receives applications and processes notifications, certificates and licences.
6. Provides administrative support for the investigation, disciplinary, inspection, quality assurance and education programmes.
7. Builds and manages relationships with the Institute's stakeholders and ensures that the highest levels of customer satisfaction are met.
8. Participates in development of plans and budgets.
9. Monitors supplies inventory, anticipates needed supplies and requisitions for supplies.
10. Assists in procurement of products and services.
11. Monitors maintenance requirements, calling for repairs and maintenance of equipment as necessary.
12. Carries out any other duties as may be requested by the directors.

Qualifications

1. Degree in Secretarial Studies, Office Administration

Experience

1. A minimum of two years' relevant working experience in a reputable organization.
2. Customer service experience.

Personal attributes

1. Strong communication skills with members of staff, members, students and other stakeholders.
2. Strong negotiation skills to persuade staff members to follow agreed record storing guidelines.
3. Problem-solving and analytical skills to develop an understanding of how your Institute works and build integrated records systems.
4. Good project management and organizational skills.
5. A good grasp of new technology to use and adapt to new IT packages and systems.
6. An awareness of information management principles and familiarity with information systems and archives.
7. Attention to detail.
8. Flexibility to get involved in all aspects of information provision.

Competency Levels:

- a) Interacting and presenting (II)
- b) Organisation awareness (II)
- c) Supporting and co-operating (I)
- d) Organisation and execution of work (II)

Terms of Appointment: Permanent

HOW TO APPLY: Interested applicants should write to the address below describing how they qualify for the position by **FRIDAY, 26 JULY 2019**, quoting the Job Reference Number above. Only selected candidates will be contacted.

Your application should include a detailed curriculum vitae, copies of certificates, and functioning telephone numbers/e-mail addresses. Send your application with all the necessary documents quoting the job reference number to the address below.

The Secretary/CEO
Institute of Certified Public Accountants of Uganda,
42 Bukoto Street, Kololo,
P. O. Box 12464, Kampala, Uganda.
Website: www.icpau.co.ug