



## **INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF UGANDA**

### **VACANCY ANNOUNCEMENT**

ICPAU is the national professional accountancy body in Uganda, established by The Accountants Act in 1992. 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. The ideal candidates 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. COMMUNICATIONS INTERN (3 POSITIONS) CI/03/04/2022**

**Reports to: Head of Communications**

**Role Location: Kampala**

#### **Role, Purpose & Context:**

The role is a hands on training program for communications graduates to support organisations in a modern work environment. It will include the use of digital and social media channels of the Institute.

#### **Key Responsibilities:**

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. Carries out any other duties as requested by the Head of Communications.
8. Originates content for the Institute's publications.
9. Participates in developing and publishing the Institute's magazines and other publications.
10. Implements publicity strategies and campaigns.
11. Participates in organising press conferences, interviews, talk shows and coverage of events.
12. Monitors, analyses and reports on media coverage on matters relating to the Institute.

13. Builds and manages relationships with the Institute's stakeholders and ensures that the highest levels of customer satisfaction are met.
14. Promotes the Institute's image and brand.
15. 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:**

1. University Degree.

**Personal attributes**

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.

**Competency:**

**Competency Levels:**

- |                                     |     |
|-------------------------------------|-----|
| 1. Organising and execution of work | III |
| 2. Leading and deciding             | II  |
| 3. Supporting and co-operating      | III |
| 4. Organization awareness           | III |

**Period of Internship:** Contract (6 months).

**HOW TO APPLY:** Interested applicants should write to the address below describing how they qualify for the position by **FRIDAY 08 JULY 2022**, 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.

**Secretary/CEO,**  
**Institute of Certified Public Accountants of Uganda,**  
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