



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. ENGAGEMENT OFFICER (1 POSITION) EO00/07/19

Directorate: CEO's Office

Report to: Head of Stakeholder Engagement

Reviewing Officer: Manager Stakeholder Engagement

Role Location: Kampala

Role Purpose & Context:

The job holder will coordinate all the Institute's events by managing the whole process from planning, execution and post-event evaluation. The job holder is also responsible for developing alternative income generating activities for the Institute. The role is very hands-on and often involves working as part of a team.

Key Responsibilities:

Events Management

1. Handles events/seminars planning and management.
2. Liaises with stakeholders to find out their exact event requirements.
3. Produce detailed proposals for events (for example, timelines, venues, suppliers, legal obligations, staffing and budgets).
4. Researches venues, suppliers and contractors, and participates in negotiating prices.
5. Coordinates events supplies and logistics.
6. Participates in publicising and promoting seminars and events.
7. Ensures smooth running of seminars and events in line with budgets.
8. Carries out post-event evaluation to inform future events.
9. Researches opportunities for stakeholders and events.
10. Provides administrative support for Committees responsible for events management and marketing.

Initiatives, Products and Services

1. Identifies new ideas by researching industry and related events, publications, and announcements.

2. Locates or proposes potential income generating activities.
3. Seeks partners or sponsorships for events, products and services.
4. Identifies potential income generating activities evaluating market strategies, potential, financials; and resolving internal priorities.
5. Participates in developing plans and budgets.
6. Carries out any other duties as assigned by the Head of Stakeholder Engagement.

Qualifications

1. Degree.
2. A relevant postgraduate qualification is an added advantage.

Experience

1. At least three years of relevant experience.
2. Experience in events management and advertising.
3. Excellent understanding of sponsorship and advertising sales.
4. Track record in achieving revenue targets in a fast paced environment.

Personal attributes

1. Excellent public presentation and interaction skills
2. Strong verbal and communication skills
3. Organizational skills and attention to detail
4. Negotiation skills when looking for the best price from venues, suppliers and contractors
5. Time-management skills and the ability to work under pressure.
6. Protects organization's value by keeping information confidential.
7. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
8. Enhances organization reputation by accepting ownership for accomplishing new and different requests; and exploring opportunities to add value to job accomplishments.

Competency Levels:

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

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 Numbers 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
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