

## EMPLOYMENT OPPORTUNITY

**Deadline for application: the end of the day on Sunday, June 30, 2024**

East-West Management Institute, Inc. (EWMI) invites applications by qualified nationals of Uganda, for the position of the **Finance and Grants Officer**. EWMI Uganda implements programs that advance civic and political human rights, strengthen capacity of civil society organizations, and enhance citizens awareness of their rights and responsibilities.

This is a full-time long-term position with relevant benefit package. It is based in Kampala and might require some travel to the regions of Uganda.

### Main Responsibilities:

- General Administration and Logistics: Assist in administrative functions and logistics, organize files and records, ensure compliance with EWMI requirements and local legislation.
- Financial Accounting and Reporting: Record financial information, maintain databases of financial transactions, prepare reconciliations, handle bookkeeping and financial activities, and prepare monthly financial reports.
- Payroll Management: Prepare payroll calculations, ensure accuracy of employee information, and distribute monthly payslips.
- Procurement: Conduct research on goods and services, draft purchasing requisitions, manage vendor relations, and oversee procurement processes.
- Grants Management: Support the Grants Manager in managing sub-awards, ensure financial oversight, monitor grantee progress, and conduct compliance training.
- Assist in the preparation of grant-related documents, including Calls for Applications or Proposals.
- Help maintain accurate and updated grantee files and the Grants Database.
- Monitor grantee progress toward achieving project goals and adherence to work plan requirements and M&E targets.
- Audit and Compliance: Regularly review vendor

information, support internal audit exercises, and ensure adherence to USAID and EWMI regulations.

### Required Qualifications:

**Education:** Bachelor's degree in Finance, Accounting, Business Administration, or a related field. Additional certifications such as CPA or CMA are preferred.

**Experience:** At least 5 years of experience in financial management and grants administration, preferably in a non-profit or international development context. Experience with USAID-funded projects and familiarity with USAID financial and grants management regulations (including ADS 591, 2 CFR 200, and 2 CFR 700) is highly desirable.

**Skills:** Proficiency in financial software and systems, strong organizational skills, analytical and problem-solving abilities, and proficiency in Microsoft Office Suite, particularly Excel.

**Personal Attributes:** Detail-oriented, able to work independently and as part of a team, strong ethical standards, and integrity in financial and grants management.

### To Apply:

Please send (i) a curriculum vitae, (ii) a cover letter, (iii) academic documents, and (iv) contact information for three references to: [ugandajobs@ewmi.org](mailto:ugandajobs@ewmi.org). Include "Finance and Grants Officer" in the subject line.

EWMI appreciates all applications, but only shortlisted candidates will be contacted. No phone calls, please. EWMI is an equal opportunity employer.

Please apply by **Sunday, June 30, 2024**, no later than 5:00 PM Kampala time.

For more information about EWMI and its programs, please visit [www.ewmi.org](http://www.ewmi.org).