



Employment Opportunity

Background

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organization whose mission is to strengthen health systems in Africa, with strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab), Global Health Security and Health System Strengthening.

IDI has received a five-year transition award entitled USAID Local Partner Health Services-TB Activity. The purpose of the Award is to increase TB case detection and treatment success in Uganda to 90% of all cases and thus contribute to substantial reduction of Uganda's TB burden by 2026. IDI will work through technical assistance to the national TB Program in the three districts of Kampala, Mukono and Wakiso and Regional Referral Hospitals to increase availability, accessibility and utilization of integrated TB/HIV and MDR-TB services.

NB: Current IDI staff and those working with USAID Defeat TB Project that meet the requirements are encouraged to apply.

In order to contribute to achievement of the above objectives, IDI wishes to recruit a motivated and competent individual to fill the vacancy below:

Job Title : Project Administrator
Vacancy Code : PAX001
Classification : Full Time
Reporting : Finance and Operations Manager
Duty Station : Kampala

General Summary

The Project Administrator will coordinate and manage financial and administrative aspects of the USAID LPHS-TB Activity within their respective offices including basic human resource related activities, financial and other resources. S/he will prepare relevant financial and administrative documentation relating to the Activity and will undertake detailed planning as well as work relating to administration and logistical support for the Activity. The Project Administrator will ensure that the Activity is managed within the condition of the Award and implemented effectively.

Role & Responsibilities

- Coordinate project resources by adopting a consultative approach to identifying and achieving objectives and solving problems including cost tracking, vendor coordination, project analysis, weekly project status reports, accounting coordination, project logistics,



quality assurance and other administrative duties that may be assigned all of which will ensure that work is completed within targeted dates at or below approved cost levels.

- Assisting in the project financial management within IDI and District-local government guidelines through maintaining appropriate documentation, supporting budget preparation and monitoring
- Monitoring project budget variances and providing due guidance on potential cost overruns to the Finance and Operations Manager
- Providing monthly expenditure forecasts and ensuring that appropriate expenditure documentation and information is transmitted on a timely basis
- Coordinating all project logistics including procurement, transportation, shipping, storage and maintenance.
- Supervise the Activity Finance and Administrative assistants.
- Administering agreements and contracts with multiple partners including project service providers.
- Any other duties as may reasonably be assigned

Desirable Skills & Qualities

- Experience in managing US government funds (rules and regulations) is an added advantage
- Good communication, organization and management skills
- Understands client confidentiality and exhibits high level of ethical conduct
- Good interpersonal skills and is able to work in teams.
- Has basic computer literacy including word processing, excel, internet and power point.

Educational Requirements

- A university degree in Business Administration (Accounting) or Commerce
- At least Stage 2 of ACCA or CPA
- At least three years' experience; ideally in an international NGO financial and administrative project management performing similar duties

Candidates that meet the above criteria and have what it takes to excel in this position should send their CVs, including details of email address, present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than **7th, December 2021**. Please follow this link <https://idi.mak.ac.ug/hrms> to apply for the position above.



Key Notes:

1. *IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process.*
2. *Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.*
3. *Make sure that your application letter, CV and certificates are attached as one PDF document.*
4. *Indicate the Vacancy Code as the subject line of your email.*
5. *Please note that if you DO NOT indicate the vacancy code as instructed above, your application will not be considered.*
6. *Any form of canvassing will lead to automatic disqualification.*
7. *Only shortlisted candidates will be contacted.*

The Senior Human Resource Manager

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