

# Vacancy Announcement



## Local Partner Health Services North & Southwest Activity

**Position Title: Compliance Officer (1) – Based in Acholi sub region**

### PROJECT SUMMARY:

The LPHS North and Southwest Activity, implemented by the Joint Clinical Research Centre (JCRC), seeks to strengthen district-based, integrated, and high-quality HIV/AIDS and TB services across nine districts in the Acholi subregion. The overall goal is to enhance the availability, accessibility, and utilization of comprehensive HIV and TB services.

### GENERAL POSITION SUMMARY:

The Compliance Officer is responsible for the implementation of JCRC and Donor compliance processes and follow-up of systems and procedures. He/she will be responsible for ensure the project compliance with all statutory requirements.

### ESSENTIAL JOB RESPONSIBILITIES:

1. Support field office to comply with the donor and JCRC policies and procedures by reviewing systems in place and making recommendation to the supervisor.
2. Perform internal reviews in JCRC offices/Sub Awards and transactions ensuring compliance and adherence with JCRC and donor requirements.
3. Ensure internal developed SOPs, policies and procedures are adhered to by carrying out system reviews to see compliance with the established SOPs.
4. Follow up audit issues and support management implementation to close the issues
5. Support management on fraud and suspected fraud investigation where applicable as per guidance from Director Financial Management & Operations.
6. Perform the critical function of third-party verification of activity and financial verification on wide range of field activities.
7. Keep abreast of internal standards and business goals by e.g. doing CPDs and attending continuous professional development courses during JCRC meetings.
8. Carry out spot check on inventory in the Stores for completeness of records and existence, reviews vehicle logs and policies and performs annual

verification of inventory list for completeness and existence following JCRC inventory management policy and guidelines

9. Perform regular financial compliance reviews which include: cash counts, review of accounts receivables, documentation of segregation of duties and internal control structure.
10. Carry out monthly reviews of financial transactions basing on appropriate sample size laying emphasis on most risky areas; document findings, propose improvements or change as relevant, disseminate findings and ensure follow up implementation of recommendations as well as resolution.
11. Conduct spot checks and verification of assets and store's inventory for existence.
12. Actively monitor outstanding advances, test financial transactions for completeness and prepare a report recommending actions to be implemented.
13. Conduct random surprise checks and vendor verification reviews to ensure proper procurement procedures are being practiced and report on findings.
14. Regularly review and help ensure compliance with all local legal requirements including registration, taxes, and local labour laws.
15. Any other duties assigned by the supervisor.

### QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- The ideal candidate must possess a Bachelor's Degree in Finance and Accounting, Law, Business Administration or any related course.
- Any other training in compliance management from recognized institutions is an added advantage.
- A minimum of 3 years' experience as a compliance officer in a recognized institution, preferably NGOs.
- Support in internal and external audits.
- Number of training and drills conducted
- Technically proficient with Excel or other databases
- Technically proficient with Word / PowerPoint or other
- Proficient in English. (Reading, writing and speaking)

**How to apply: All applications must be addressed to;** The Head Human Resources, Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda. Email: jobs@jcrc.org.ug **The application deadline is Sunday 7<sup>th</sup> December 2025 at 05:00 pm.** Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages).

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.