

JOINT CLINICAL RESEARCH CENTRE

JOB ADVERT



The Joint Clinical Research Centre (JCRC) is an indigenous medical organization that was established in 1991 as a limited liability not-for-profit Joint-venture between the Uganda Ministry of Health (MoH), Ministry of Defense and Makerere University Medical School (now Makerere University College of Health Sciences). JCRC is located on plot 101 Lubowa Hill Off Entebbe Road P.O. Box 10005 Kampala.

Joint Clinical Research Centre (JCRC) seeks to recruit competent, dynamic, motivated and innovative candidates for the following positions;

Job Title: Senior HR Officer
Supervisor Title: Director Finance and Operations

Job Summary:

The Senior HR Officer will provide strategic HR leadership and compliance oversight for the regional office, supervising the HRO and ensuring HR practices align with JCRC policy and Uganda labour law.

Duties and responsibilities

- Identify and rationalize staff career and training needs
- Ensure contracts and personnel records are complete and up to date
- Oversee Activity All leave administration
- Guide payroll management in liaison with Finance
- Advise on HR/employment matters per Uganda Labour Laws and JCRC T&Cs
- Own HR progress reporting and workforce analytics; follow up on HR work plan implementation
- Handle employee disciplinary issues, grievances, and conflict management
- Counsel staff on job-related/personnel concerns
- Manage staff welfare and engagement initiatives, including wellbeing programs and medical insurance administration
- Monitor and drive performance management system implementation across the region
- Implement staff induction policy and program
- Support internal/external audits and follow up on recommendations
- Perform any other work-related duties/tasks as may be assigned from time to time.

Qualifications and skills required

- The ideal candidate must possess a bachelor degree in human resource management, industrial psychology and a post graduate diploma in Human Resource management.

- Seven years progressive experience practicing human resource from reputable entities specifically those implementing USG funded projects.
- Ability to work with people from different backgrounds.
- Must have excellent oral and written communication skills.
- Must have good interpersonal and team skills.
- Must be professional with high confidentiality skills.

Job Title: Finance Officer

Reports to: Senior Finance Officer

Job Summary

Under the direct supervision of the Senior Finance Officer, the Finance Officer will be responsible for the disbursement and ensuring accountability for funds disbursed by the project in support of approved activities. He or she will ensure timely first-level review of the financial transactions source/support documents for accuracy, reliability, reasonability and completeness; all in compliance with internal Policies and specific donor(s) regulations.

Duties and responsibilities

- Track and monitor funds availability in all bank accounts and ensure proper fund balance management.
- Assist in timely processing, reconciliation and liquidation of staff travel advances.
- To prepare analysis for Budget spend variances and ensure attainment of required spend targets or burn rates.
- Provide the first level packaging and reviewing of vendors' payments requests.
- Correctly and accurately enter transactions in the accounting system to their respective accounting codes.
- Maintain and update database of all mobile money payment schedules.
- To support the Finance Manager to perform the general ledger reconciliations to ensure that the trial balance accounts have correct balances.
- Review all staffs accountabilities and claims or refunds before being processed for funding.
- To prepare analyses as required by the Finance manager on spend trends and provide guidance to the Finance Manager on cost management.
- To support in the preparation of donor reports
- Submit daily mobile money reports/ confirmations to activity coordinators and follow through unpaid transactions as well as daily reconciliations of all disbursements for supported activities.
- Perform bank reconciliations for all project accounts, follow up and monitor agreed period cut-off dates and processes such as depreciation, accruals, adjustments and prepayment allocations.
- Check and follow-up all monthly tax payments and other statutory deductions and ensure accurate, timely, and complete remittances are done with necessary supporting documentation.
- To provide support to the Finance Manager during external and other audit or compliance reviews as well as follow-up on closure of audit recommendations.
- Perform any other work-related duties/tasks as may be assigned from time to time.

Qualifications and skills required

- The ideal candidate must possess a Bachelor's degree in Finance, Commerce, Accounting or business-related;
- 5 years of relevant experience in financial management and/or accounting in an NGO setting;
- At least ACCA/CPA Level 2 qualification is required
- Relevant experience with USG-funded programs and knowledge of USG rules, and regulations strongly desired;
- Experiences with PEPFAR Expenditure Analysis reports is strongly desired

Position: Finance Assistant

Reports To: Senior Finance Officer

Job Summary

Under the direct supervision of the Senior Finance Officer, the Finance Assistant will be responsible for the disbursement and settlement of field accountabilities. He/She will ensure proper custody of financial records scanning as well as documentation retrieval. He or she will ensure a timely first-level review of the financial transactions source/support documents for accuracy, reliability, reasonability, and completeness; all in compliance with internal policies and specific donor(s) regulations.

Duties and responsibilities

- Assist in timely processing, reconciliation and liquidation of staff travel advances.
- Print out proof of payments and share with the Beneficiaries
- Preparation of Payment Vouchers for review by the SFO or FM
- Provide first level review of mobile money payments requests and generate the associated output files.
- Update the District team members on payment status of their accountabilities
- Ensure scanning of documentation on to the JCRC server
- Submit mobile money reports/confirmations to activity coordinators and follow through unpaid transactions as well as daily reconciliations of all disbursements for supported activities.
- Maintain and update data base of all mobile money payment schedules
- Provide the first level packaging and reviewing of vendors' payments requests.
- Support transactions capturing in quick books as may be assigned
- Ensure that all the finance transactions support documents are stamped paid, scanned and sequentially filed.
- Support end month closure activities
- Support reconciliation of monthly reports
- Perform any other work-related duties/tasks as may be assigned from time to time.

Qualifications, Skills and Experience

- The ideal candidate for the Finance Assistant job placement should hold a Bachelor's degree in a Finance, Commerce, Accounting or business-related field;
- 1 - 2 years of relevant experience in financial management and/or accounting in an NGO setting;
- At least ACCA/CPA Level 2 qualification is required
- Relevant experience with USAID-funded programs and knowledge of USG rules, and regulations strongly desired;
- Experiences with PEPFAR Expenditure Analysis reports is strongly desired

Job Title: Driver

Reports: Fleet Officer

Position Summary

The Driver will be responsible for transporting Project staff and supplies (Drugs, Laboratory Reagent, Sundries, and other items) from and to the required destination in accordance with transport schedules and procedures. He/She shall keep and update a log of vehicle movement and ensure that the vehicle is always in a proper and safe condition

Duties and responsibilities

- Complete and submit all necessary paperwork, such as dispatch sheets and any other paperwork required for effective delivery of supplies of the Activity Region.
- Deliver and pick items, documentation, and ensure accurate capture of what the item/documentation is, who received the item, and obtaining proper signatures.
- Responsible for the cleanliness, safety, and security of the vehicle and its contents, to prevent loss, damage, or accidents.
- Ensure that the vehicle is in proper and safe condition prior to use and accept responsibility to report any damage or mechanical malfunctions that exist.
- Keep and update a log of vehicle movement and records any critical occurrences
- Advise the Transport officer on vehicle maintenance and service schedules, license requirements, and any other repairs.
- Maintain excellent driving records
- Transport employees, stakeholders, and other individuals as directed in a safe and responsible manner.
- Any other duties as may be assigned by supervisor.

Required Qualifications

- The ideal candidate for the Driver role must possess a minimum of Ordinary Level Certificate (U.C.E) with training in Automobile Mechanics, Defensive Driving, and First Aid.
- Driver's License and good driving record. Classes: B, C1, D1
- At least 3 years of professional driving experience
- Possession of a Valid driving license with classes B.
- Demonstrate dependability and self-motivation.
- Maintain a high level of personal integrity and reliability. Be willing to work extra/overtime hours as needed according to departmental workload.