



## REQUEST FOR EXPRESSION OF INTEREST FOR A FINANCE AND ACCOUNTS ASSISTANT

**Institution:** Centre for Tobacco Control in Africa (CTCA)  
**Project Title:** Enhance Tobacco Control Institutional Capacity in Africa  
**Expression of Interest Number:** CTCA/EOI/ G339/2024

### 1. Introduction:

The Centre has received funding from the African Capacity Building Foundation (ACBF) for the 2024-2026) to implement a project on institutional development. The project investments are geared towards sustaining human resource capacity and knowledge generation to reduce use of all forms of tobacco products in Africa.

Specifically, the project aims to:

1. Enhance training opportunities for African governments and relevant actors in tobacco control in the continent
2. Increase access to knowledge for guiding tobacco use prevention and control in Africa
3. Reinforce the institutional development of CTCA for an optimal performance of its functions and processes.

Therefore, CTCA is seeking the services of a Finance and Accounts Assistant whose overall responsibility will be to provide finance and administrative support to ensure efficient operation of the office. The Assistant will support management and other employees on a variety of tasks related to administration, finance, procurement, and communication.

### 2. Scope of Work

The specific duties include;

- i) Providing support to the accounting and procurement functions through preparing journals and loading payments for review by the budget and finance officer for authorization
- ii) Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- iii) Administer and manage logistics and contracts for services with service providers such as travel agents, hotels, translations and interpretation agencies, office supplies
- iv) Maintaining a clean electronic and manual filing system.
- v) Handling communications – Receiving, storing, retrieving, dispatching, organizing documents and other correspondence of the Centre.
- vi) Provide secretarial services to CTCA technical meetings.
- vii) Assist in the preparation of regularly scheduled reports.
- viii) Assist in logistics preparations for meetings, workshops, and missions.
- ix) Oversee and supervise the work of junior staff.

- x) Maintain up-to-date employee records.
- xi) Any other duties as may be assigned.

### **3. Persons Specifications and Qualifications**

The post holder should be a graduate with a degree in any of the following Business Administration majoring in Accounts, Finance, Human Resource, Transport & Logistics, Economics and or Commerce with at least 2 years working experience. Should be conversant with using account software like QuickBooks, Navision etc and fluent in operations of the e-payment system. Professional training is an added advantage.

### **4. Remuneration**

The Technical resource will work and be remunerated on a full-time basis payable monthly subject to statutory provisions as required by the Ugandan law.

### **5. Selection of best candidate**

The best candidate will be selected on merit in accordance with the Selection Based on the Individual Qualifications and experience. The applicant should have no relationship with Tobacco Industry and will be required to declare Conflict of Interest (DoI).

### **6. How to apply**

Interested and suitably qualified candidates may apply for the post by:

Submitting a motivation letter clearly marked as “Expression of Interest for the position of Finance and Accounts Assistant; CTCA/EOI/G339/2024” in soft copies at the address below not later than 17:00 hours on the 8<sup>th</sup> April , 2024.

- a) In addition to the requirement in (a), interested applicants should submit:
  - i) an application letter,
  - ii) a CV with contacts of 3 professional referees, and
  - iii) a copy of all relevant academic documents.
  
- b) Applications may be sent to:

**Email:** [eo@ctc-africa.org](mailto:eo@ctc-africa.org)