



Elizabeth Glaser
Pediatric AIDS
Foundation

Until no
child has
AIDS.

“Sometimes in life there is that moment when it's possible to make a change for the better. This is one of those moments.” -Elizabeth Glaser

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) seeks to end pediatric HIV/AIDS through research, advocacy, and prevention and treatment programs. We are a global leader in the fight against pediatric HIV and AIDS, working in 15 countries and at 7,000 sites around the world to prevent the transmission of HIV to children, and to help those already HIV infected. Today, because of the highly successful work of the Foundation and its partners over the last 25 years, pediatric AIDS has been virtually eliminated in the United States and new infections in children have declined by 58% worldwide. EGPAF is therefore looking for suitable persons to fill the following positions;

Job title: Associate Director Finance & Operations

Location: Mbarara, Uganda

Supervisor: Deputy Country Director

Direct Reports: Finance Manager, Finance Analyst, Senior Office Administrator, IT Manager, Grants Manager.

Job Summary;

In order to support the attainment of the Foundation's overall goal of the virtual elimination of pediatric HIV and AIDS, this position effectively and efficiently oversees the implementation and management of all operational systems and functions necessary for the Foundation's programmatic activities – namely compliance, accounting, sub-award management, finance, information technology, procurement and logistics, administration, audit, field operations, and affiliate transition and support in managing the overall operations of the country program and supervising the operations staff, this position coordinates all operational activities in a collaborative manner, ensures proper and responsive communication regarding all operational matters, and ensures that the Foundation's operational standards are adhered to at all times.

Core Duties and Responsibilities;

Communication/Field Operations;

Acts as the primary point of contact for all operational matters in the country office and ensures both that operational information from the field is properly communicated to the Washington DC office and that operational information from the Washington DC office is properly communicated to and understood by the in-country team, Generates and disseminates regular monthly and semi-annual reports on the status of operational activities and plans and ensuring a smooth and responsive exchange of operational information between the country office and the DC office, implementing partners, donors, sub-awardees, and other stakeholders, Provides operational support and oversight to all in-country sub-offices and seconded staff, Ensures in-country sub-offices are properly staffed with operational personnel and that these personnel are properly trained and integrated with the country's head office operations team.

Accounting;

Ensures that all uses of the Foundation's funds are properly prepared, reviewed, approved, and documented, in line with all appropriate policies, procedures, authority levels, and local laws, and ensures that this information is properly entered into the accounting system, Oversees the month-end close and payroll processes, provides and analyzes accounting data and reports, ensures all funds are properly safeguarded, oversees the Foundation's relationship with a local bank and ensures accuracy of the information in the Foundation's bank account, and manages the overall cash needs and forecasts of the country program.



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Sub-Award Management/Procurement and Logistics;

Manages the process of establishing sub-agreements with partners, ensures these partners have available funding per their agreements at all times, and ensures the implementation of these agreements in line with all applicable policies, procedures, and local laws, Oversees the operational capacity building efforts of these partners and implements systems to monitor the operational management and performance of these partners, Ensures all documentation regarding the management of these agreements is complete and well-organized and liaises with the Washington DC office regarding all applicable agreement matters – including the close-out of these agreements, Manages an inventory system of all Foundation property and equipment, ensures vehicles are properly maintained, processes tax exemptions as applicable, and facilitates in-kind procurements on behalf of the Foundation's sub awardees.

Finance;

Lead budget development process and developing systems to ensure activities are implemented in line with approved budgets, this position generates, analyzes, and reviews financial reports and data, analyzes burn rates, and develops plans to increase or decrease spending as needed.

Information Technology;

Ensures all appropriate IT equipment and infrastructure is in place, well maintained, safeguarded, and properly functioning with minimal downtime, and that staff are properly trained on all IT-related systems, policies, and procedures.

Administration/Coordination/Collaboration;

Oversees general maintenance, security, and use of the Foundation's office premise(s), equipment, and supplies and ensures that appropriate procedures are in place for receiving visitors and external phone calls, Establishes local workflows and approval processes and ensures that each operational staff member understands how their role is aligned to their responsibilities and has the necessary capacity and training to perform and grow in their position. In the true spirit of collaboration and in close partnership with the Deputy Country Director, in-country Senior Management, and taking into consideration each department within the country program, this position engenders teamwork and a collegial, supportive, and integrated approach in the operations department, between the operations departments and other in-country departments, and between the in-country operations department and US-based and Regional operational counterparts.

Affiliate Transition and Support;

Provides on-going operational support to EGPAF Affiliates and operational staff of EGPAF affiliates.

Audit and Compliance;

Coordinate with internal and external audit staff to facilitate all financial audits in EGPAF according to USAID Donor requirements. Ensure that management responses to audits performed and recommendations are implemented within EGPAF and USAID standard timelines. Reports and briefs the Country Director on trends or significant financial controls issues and grants management. Promote financial accountability, internal controls and reporting for all grant projects. Support operations and other non-finance staff in understanding and interpretation of financial statements and on donor compliance.

Required Qualifications;

- Bachelor's Degree is required; Master's degree in Business Management, Operations or any other relevant field is highly preferred.



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- Certifications in CPA, ACCA, CIMA, ICSA will be desirable.
- Minimum 8-10 years relevant experience in a senior operations management and leadership role required including at least 5 years' experience in a management capacity.
- Manages a team of several operations specialists, e.g., Finance Manager, IT Manager, A&C Manager etc. Mastery of one or more of the relevant functional areas.
- Overall in charge of operations functions in a mid-size country program (generally 40-200 staff), with one or more donors.

Knowledge, Skills and Abilities;

- Manages design, development, and review of unit specific initiatives.
- Must have Knowledge of USG funding environment and experience working with other donors highly desired.
- Should have strong strength in; working under pressure, Problem solver, Result and Process leader, Team leader, Ability to prioritize, Compliance leader, Multi-tasking Get along with different types of people, Grievance handling skills.

Job title: Finance Manager

Location: Mbarara, Uganda

Supervisor: Associate Director of Finance & Operations

Direct Reports: Senior Finance Officer(s), Finance Officer(s)

Job Summary;

The Finance Manager will provide comprehensive financial and decision support information to the Country Office through a wide variety of analytically focused financial analysis to directly facilitate Country Office operations and increase performance and compliance and contributes effectively to strategic business decisions. The Finance Manager will provide financial information and high-quality analysis in a proactive way.

Core Duties and Responsibilities;

Reviews all vouchers and financial transactions, ensuring that appropriate documentation and approvals have been obtained, Reviews QuickBooks transaction entries and total monthly expenses for correct account coding, transaction descriptions, project class codes, Reviews monthly bank reconciliation, Reviews the monthly payroll to ensure that names, hours, and deductions have been correctly computed and documented, Ensures that accounts payable and receivable are accurately processed in a timely manner and recorded appropriately; Monitors employee advance balances to ensure there are no aged receivables, Prepares departmental spending summaries based on QuickBooks data as required, Assists the Uganda Country office and EGPAF/Washington in developing the office's annual and semi-annual work plan/budget projections and analysis, Prepares responses to audit inquiries and questions, as needed, Serves as the point of contact for coordinating and approving Kampala office cash needs and Kampala petty cash replenishments, Prepares and submits financial reports to donors on quarterly and annual basis, Ensures that statutory deductions are appropriately deducted and captured in the system, Reviews EFT payments via on line banking to ensure accuracy in account numbers, amount to be paid and payee names before payments are effected, Ensures that advance requests and expenses from staff are received with accuracy and completeness, Submits monthly financial packages to DC and responds to



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queries/comments on a timely manner, Serves as a bank agent, Other duties as assigned by supervisors.

Audit and Compliance;

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Knowledge, Skills and Abilities;

- A relevant degree in finance and accounting with full membership with CPA, ACCA, CIMA.
- Five years of Administrative Management and leadership experience in an international development setting.
- Previous experience in managing US government-funds.
- Master's degree in Business Management or a relevant technical field is an added advantage.
- Proven skills in financial management.
- Experience with other donors is an advantage.

Knowledge, Skills and Abilities;

- Strong team player with proven communication and collaborative skills.
- Excellent knowledge of administration and management and information technology.
- Possess strong accuracy, attention to details and ability to follow-through.
- Highly organized with ability to meet deadlines, troubleshoot and problem solve.

Instruction on how to apply;

Strictly address cover letter and CV to;

The Senior Human Resources Manager
Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)
Plot 15, Kitante Close
P.O. Box 21127
Kampala, Uganda.

Application should be sent to; UgandaRecruitment@pedaids.org. Deadline for submission of applications is 18th January, 2019. NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED. Please note that EGPAF does not solicit for any kind of fees to have applicants shortlisted or offered employment.