



Making land Work for Us All

30th August, 2017

LAND AND EQUITY MOVEMENT IN UGANDA – (LEMU)

EMPLOYMENT OPPORTUNITY

Land and Equity Movement in Uganda (LEMU) is a national Land Rights' advocacy organization, specializing in the land tenure security of rural communities in Northern and Eastern Uganda as well as in West Nile, Bunyoro and Karamoja regions. LEMU's work includes documenting customary land rights, building capacity of communities, traditional and state land rights administrators to understand land laws and policies, and helping them to protect and develop their own land rights. See www.land-in-uganda.org.

To support its programme, the management of Land and Equity Movement in Uganda (LEMU) invites interested applicants to apply for the post of **FINANCE AND ADMINISTRATIVE OFFICER (FAO) IN KAMPALA OFFICE;**

The following is the job purpose and specifications:

1. POST: FINANCE AND ADMINISTRATIVE OFFICER - FAO, BASED IN KAMPALA.

Job Purpose: To Contribute to the efficient and effective financial and Administrative management of LEMU programs; to be a key member of the LEMU country management team and as such, to work under the supervision of the Executive Director and to be responsible for the overall implementation and review of LEMU's Finance, HR, Logistics and other policies.

Person Specification/Qualification: Bachelor's degree in BCOM, Finance and Accounting, ACCA at any stage or CPA is an added advantage. Five years' experience of working in the finance department of a reputable organization especially an NGO.

Essential Skills and experience:

- Ability to use quick books
- Knowledge of book keeping
- Demonstrated excellent written and oral communication skills.
- Good interpersonal skills and ability to work with minimum supervision.
- Management skills including; finance and logistics
- Excellent IT (Word, Excel, Power Point, Internet, Access)
- Constructive and creative approach to problem solving, Attention to detail
- Commitment to LEMU's values; High Integrity, honesty
 - Ability to drive a manual car/ ride (valid driving permit) an added advantage
- Creative budgeting and finance report writing skills

- At least 2 years hands on experience in finance operational management in an NGO
- Knowledge of taxation issues in regards to NGO operations.

2. TERMS AND CONDITIONS FOR THE POSITIONS ARE:

One year, renewable based on performance and availability of funds.

APPLICATION PROCESS:

All correspondence should be addressed to LEMU'S Executive Director and delivered to the following LEMU offices:

- 1) LEMU KAMPALA office on Plot 4 – Close 13– 8th street, Industrial area, Namwongo Road or post to LEMU at P. O. Box 23722 Kampala
- 2) LEMU LIRA office at Plot 50 Ogwal Ajungu Road, Adyel Division, Lira Municipality, next to Mango Tree OR
- 3) LEMU APAC Office at Plot 1 Church Road, Biashara Cell , Western Ward, Apac Town Council OR
- 4) LEMU SOROTI office at Plot 1 Etyeku Road, Soroti Municipality off Mbale Road, Pamba
- 5) LEMU MOROTO office at Karamoja Agropastoral Development Programme Offices, Plot ... Achia Road Moroto.

3. INSTRUCTIONS:

Please deliver your application to any of the 5 offices above or post it to LEMU at P. O. Box 23722 Kampala or send to lemuapplications@gmail.com. The application must be submitted before 17th September, 2017 Applicants should indicate the post in the Subject of their cover letters. Applicants should submit an up to date curriculum vitae (Maximum 3 pages), a cover letter and names/contacts of three referees of the last 3 employers and list of academic papers but without attaching them We regret that only short-listed applicants will be contacted for interviews. When invited for ORAL interview, please carry your original academic papers with you then. *LEMU is an equal opportunity employer and therefore seeking favor will disqualify you or the person you seek favour for.*