



Law Development Centre

JOB ADVERT

The Law Development Centre (LDC) invites applications from suitably qualified Ugandans to fill the following vacant posts that exist in the Staff Establishment:

Applications should be addressed to **Head, Human Resource & Administration, Law Development Centre, P.O Box 7117 Kampala** and hand delivered to the Law Development Centre Reception. **Applicants should attach up-to-date Curriculum Vitae, certified copies of academic documents, proof of working experience and any other relevant documents.**

Deadline for submission of application is 14th June, 2019 at 5:00pm

JOB TITLE:	SENIOR INTERNAL AUDITOR (1)	SALARY SCALE: LS5
REPORTS TO:	MANAGER, INTERNAL AUDIT	
JOB PURPOSE:		
To undertake a comprehensive, independent and objective evaluation of all LDC operations and organizational processes in order to provide management with an assurance on the controls in place, the residual risk faced, and assists with the continuing development and improvement of systems and services.		
DUTIES AND RESPONSIBILITIES:		
<ol style="list-style-type: none">1. Design and evaluate internal controls and operating practices.2. Design audit objectives, logistics and schedules that are compliant with International Accounting Standards, Principles, Practices and Control Procedures.3. Implement and undertake a comprehensive program of audit, risk and assurance within agreed budgets and timeframes.3. Monitor and evaluate Compliance with organizational policies, processes and procedures and make recommendations for improvement.4. Participates in the development and maintaining up to date detailed audit plans, policies, procedures and programs to ensure that audit procedures in the audit manual are current, accurate, and adequate.5. Plan and direct all internal audits, including preliminary surveys, inspect and check stock records for accuracy and discrepancy.6. Ensure audit work is properly planned, supervised, and meets generally accepted audit standards.7. Conduct fraud and other special audit investigations.8. In liaison with Manager Internal Audit, identify and develop appropriate internal control and risk mitigation measures that are necessary to manage risk in all areas covering risks such as strategic, liquidity, market, operational, legal and reputation.9. Supervise, guide and manage staff performance under his/her direct report and generally guide them in accordance with the laws, policies and regulations in force.10. Evaluate the reliability of information produced by accounting and computer systems.		

11. Submit periodic reports to the Manager Internal Audit of assigned, delegated and designated duties.

QUALIFICATIONS & EXPERIENCE

- i) A Bachelor's (Hon) degree in Commerce (Accounting or Finance option) or its equivalent.
- ii) Master's degree in Finance or Accounting is an added advantage.
- iii) Possession of a relevant professional qualification such as ACCA, CIA, CPA, CIMA.
- iv) Membership of the Institute of Internal Auditors (IIA) is an added advantage.
- v) Be an experienced Auditor, knowledgeable in audit techniques and standards.
- vi) At least 4 years work experience in internal audit function, 2 years of which should be at a senior or managerial level in a reputable institution or Audit firm.

KEY COMPETENCIES:

1. Excellent influencing skills and an ability to work credibly with staff at all levels in all departments.
2. Ability to work as part of a team, with a strong work ethic.
3. Strong interpersonal skills with good verbal communication, networking and negotiating skills.
4. Excellent analytical skills and highly numerate.
5. The ability to write clear and concise reports for a variety of audiences.
6. The confidence to challenge traditional thinking.
7. Results orientated, flexible, creative and a deliverer.
8. Resilient, determined and independent.
9. Ability to balance or resolve conflicting priorities, solutions focused.
10. Able to build and maintain rapport with stakeholders and staff.
11. Successful record of working in partnership and building productive working relationships to deliver improvements.
12. Demonstrable experience of managing financial resources and appreciation of aspects relating to value for money, probity, stewardship and accountability.
13. Prepared to be flexible according to work demands.

JOB TITLE:	SENIOR PLANNING OFFICER/ECONOMIST	SALARY SCALE: LS5
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REPORTS TO:	DIRECTOR
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PURPOSE OF THE JOB

To develop comprehensive and integrated LDC Plans, monitor and evaluate their implementation.

DUTIES AND RESPONSIBILITIES

1. To formulate, develop and coordinate LDC development strategies and plans.
2. To prepare and disseminate performance standards on LDC activities.
3. To develop proposals for the strategic plan.
4. To participate in the implementation and monitoring of the strategic plan and annual work plans.
5. To assist in the preparation of the budget frame work paper, Ministerial policy statements and annual budget estimates.
6. To assist staff in preparation of work plans and budgets.
7. To prepare quarterly returns for submission to JLOS Secretariat, Ministry of Finance, Planning and Economic Development and Office of the Prime Minister.

8. To develop project proposals for funding.
9. To perform any other duties assigned by the Director.

QUALIFICATIONS & EXPERIENCE:

1. A Bachelor's (Hon) degree in Economics, Statistics, Quantitative Economics or any other relevant qualification from a recognized university.
2. Post graduate qualification in Planning and Management is a must.
3. Master's degree in Economic Policy and Planning shall be an added advantage.
4. At least four (4) years' work experience in planning in a large public or reputable private organization.

KEY COMPETENCIES

- i) He/she should be a good planner.
- ii) Possess interpersonal relationship and management skills.
- iii) Should be creative and innovative.
- iv) Ability to embrace change management.
- v) He/she should be a person of high integrity.
- vi) Results Oriented.
- vii) Effective communication and interpersonal relations skills.
- viii) He/she should be a team player.
- ix) Should be computer literate with knowledge of Microsoft Word documents, Excel, Access, PowerPoint and Internet applications.

JOB TITLE:	ADMINISTRATIVE ASSISTANT (1)	SALARY SCALE: LS 7
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REPORTS TO:	HEAD OF DEPARTMENT OR EXECUTIVE ASSISTANT	
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JOB PURPOSE:

To perform a variety of operational administrative duties to ensure a smooth running of the Department assigned to.

DUTIES AND RESPONSIBILITIES:

1. To type set documents and ensure safe custody of such documents.
2. To handle and record incoming and outgoing mail and ensuring that they are received and dispatched in time.
3. To make appointments for the Head of Department and maintain his/her Diary.
4. To attend to day to day administrative matters.
5. To oversee the cleaning of offices and ensure that the offices in the Department are clean and tidy.
6. To requisition for and ensure timely provision of office supplies, equipment, stationery and other logistics.
7. To make arrangements for departmental meetings.
8. To receive and direct visitors who come to the department.
9. To attend to incoming and outgoing telephone calls.
10. To attend to students inquiries and address their needs.

QUALIFICATIONS & EXPERIENCE:

1. Uganda Advanced Certificate of Education with at least two principal passes
2. A Diploma in Secretarial Studies.
3. At least two (2) years' work experience as a Secretary / Administrative Assistant in a busy organization preferably in an institution of higher learning.

KEY COMPETENCIES

- i) Good communication skills.
- ii) Must have excellent computer skills.
- iii) High level of integrity and confidentiality.
- iv) Time management
- v) The ability to meet set deadlines

JOB TITLE:**SECURITY GUARD (1)****SALARY SCALE: LS8****REPORTS TO:****ESTATES OFFICER**

JOB PURPOSE: Guard, patrol, or monitor Centre premises to prevent theft, violence or violation of rules.

DUTIES AND RESPONSIBILITIES:

1. Patrol Centre premises to prevent and detect signs of intrusion.
2. Ensure security of doors, windows and glasses.
3. Monitor and authorize entrance and departure of employees, visitors and other persons.
4. Conducting periodic fire drills for all LDC Staff.
5. Conduct Staff Evacuations in the event of emergency.
6. Write reports of daily activities and irregularities such as for equipment or property damage, theft, presence of unauthorized persons or unusual occurrences.
7. Call police in cases of emergency such as fire or presence of unauthorized persons.
8. Circulate among visitors, patrons and employees to preserve order and protect property.
9. Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when the switch board is closed.
10. Warn persons of rule violation, and apprehend or evict violators from premises using force where necessary.

QUALIFICATIONS & EXPERIENCE**Qualifications:**

1. Uganda Advanced Certificate of Education.
2. Must have attended security training from a reputable institution.
3. At least three (3) years' work experience from a reputable security organization.

KEY COMPETENCIES

- i) High level of integrity and confidentiality.
- ii) Time management.
- iii) Loyalty.
- iv) High level of physical fitness.