



POSITION REQUIRED: REGIONAL ADMINISTRATORS (2 positions)

The Infectious Diseases Research Collaboration (IDRC) seeks to hire **2 Regional Administrators** to be based in Eastern/Western Uganda.

Duties and Responsibilities

Management of the Administrative operations

- Manage the transport function i.e. ensuring vehicles are serviced, planning for journeys, monthly review of log books, issuing fuel and keeping vehicle files.
- Establish a system to track fuel consumption and periodically review fuel statements to ensure value for money.

Manage the site HR function with support from the HR Manager

- Participate in staff orientation.
- Communicate salary changes at the end of the month to HR Manager.
- Attend to HR needs from the staff.
- Participate in the recruitment process for all project staff by attending interviews and drafting reports.
- Manage the staff exit and handover process.

Management of the Finance function with support from the Finance Manager

- Ensure that petty cash is kept in a secure place under key and lock.
- Double check for accuracy of all documents submitted before making payments to suppliers.
- Ensure that all petty cash requests have supporting documentation, are approved and are within budget.
- Work with the study coordinators to obtain timely cash requisitions and ensure that accountabilities for advances are submitted.
- Preparation of monthly financial reports and petty cash counts.
- Maintain a sound filing system of all financial records and transactions.
- Take part in regular team meetings

Qualifications and other desirables for the job:

- A degree in Business Administration, Human Resource Management or any other relevant field with 2-3 years progressive working experience in a similar position
- Willing to live and work upcountry in Eastern or Western Uganda
- Ability to speak at least one or more languages commonly spoken in Eastern or Western Uganda
- Good communication, interpersonal and leadership skills.

- Good knowledge of Microsoft programs including but not limited to Navision, Excel, Word and PowerPoint.

How to apply: Clearly indicate in your application letter *“Application for the post of Regional Administrator”* and state your region of preference *“Eastern Region or Western Region”*.

Send your typed application letter together with your current CV, 2 reference letters from past employers and copies of academic certificates to:

The Human Resource Manager, Infectious Diseases Research Collaboration (IDRC),

P. O Box 7475, Kampala, 2C Nakasero Hill Road **OR**

IDRC Tororo office at the Tororo District Hospital OR

IDRC Mbarara Office opposite Lake View Hotel OR

IDRC Mbale office on Plot 35 Masaba Road OR

IDRC Busia Office at Masafu General Hospital.

This advert can also be found on the website www.idrc-uganda.org/careers

Deadline for receiving applications: **23rd December 2016**. Only shortlisted candidates will be contacted in less than three weeks after the deadline of this advert