

EXECUTIVE SECRETARIAT
INTERNATIONAL
CONFERENCE ON THE
GREAT LAKES REGION



SECRETARIAT EXÉCUTIF
CONFÉRENCE
INTERNATIONALE SUR LA
RÉGION DES GRANDS LACS

REQUEST FOR EXPRESSIONS OF INTEREST
RE -ADVERTISED

Country of project: Uganda

Project: Great Lakes Sexual and Gender Based Violence and Women Health(GL-SGBV&WH) Project

Title: Recruitment of Finance Intern at Regional Training Facility(RTF)

Project ID No.:P147489

Grant No. :IDA Grant H9790-BI

Request for Expression of Interest No. :REOI/...../ICGLR-RTF/2018

Location: Kampala-Uganda

Issued date: 13th, February 2019

Deadline: 25th February 2019

The *International Conference on the Great Lakes Region(ICGLR)* has received financing from the World Bank towards the *Great Lakes Sexual and Gender Based Violence and Women Health(GL-SGBV&WH) Project*, and intends to apply part of the proceeds for consulting services. The *Regional Training Facility(RTF)* is also implementing the project.

To provide incumbent with on-the-job training in finance, accounts and data gathering skills; economic cost-benefit analysis and standard cost models of accounting ; Institution data communication and people skills, and work ethics.

The role of the Finance/Accounts Intern will be to assist the Finance and Account department on their daily tasks. The ICGLR-RTF is looking for a graduate student who has a commitment to humanitarian issues and a desire to develop his/her skills and experience in general administration, human resources and finance.

The Finance/Accounts Intern will be expected to work full-time for the duration of Six months. During the internship, the following activities are to be completed:

- Assist accountant in preparation of financial documents for payment processing through RTF Finance System.
- Assist in preparation of official events (workshops, seminars).
- Reconciling general ledger accounts.
- Assist with general accounting month-end closing procedures.
- Assist in physical check of office inventory.
- Archive documents related to staff payment records.
- Assist in managing of RTF financial filing system
- Assist in completing special projects as needed and other duties assigned
- Assist in the development of template forms/letters for payments and reconcile books of accounts.

The Intern will be expected to perform other tasks, as required.

The detailed Terms of Reference could be found at ICGLR/RTF Office.

The duration of this consultancy is six-months. The starting date is March, 1st, 2019.

The required skills, qualification include:

Education: Applicant must have a Bachelor Degree in Business Administration or Bachelor of commerce, Financial Management, Economics, or related finance field.

Core Competencies:

- Proven strong academic track record.
- Knowledge and understanding of financial issues.
- Experience in doing data gathering and research is must.
- Experience in collecting and searching data on the Internet.
- Communication skills in local language are must, command in English language preferred.
- High level of computer literacy (Excel, Word).
- Some previous work experience is advantageous.
- Proven analytical and report writing skills are advantageous.

The ICGLR/RTF invites eligible candidates (“Individual Consultants”) to indicate their interest in this position. Interested individuals should provide information demonstrating that they have the required qualifications and relevant experience for the position.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*, **edition of January 2011, Revised July 2014** (“Consultant Guidelines”), setting forth the World Bank’s policy on **conflict of interest**. Consultant will be selected in accordance with the ***Individual Consultant Selection method*** set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours: **9:30 to 16:00 hours (Kampala local time)**.

Expressions of interest must be submitted by e-mail to **ICGLR-RTF, Munyonyo** at the following **Email address: byam_nat@yahoo.com, Sharonasiimwe07@gmail.com, pascal.mafyiritano@icglr.org tumurobs@gmail.com and copy to sylviabatenze@gmail.com** and not later than **25th February 2019 at 16:00 Kampala local**

Agency: International Conference on the Great Lakes Region (ICGLR)/RTF

Address:

Attn: Regional Director of ICGLR-RTF

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