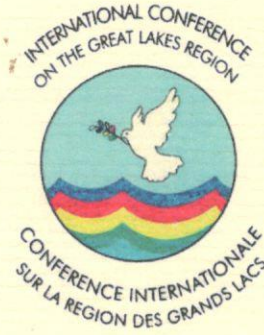


**Centre Régional de
Formation sur la Prévention
et la Suppression des
Violence Sexuelles Basées
sur le Genre dans la Région
des Grands Lacs**



**Regional Training Facility on
Prevention and Suppression of
Sexual and Gender Based
Violence in the Great Lakes
Region**

REQUEST FOR EXPRESSIONS OF INTEREST

Country of project: Uganda

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

Title: Recruitment of an Intern in Finances at Regional Training Facility (RTF)

Project ID No.: P147489

Grant No.: IDA Grant H9790-BI

Request for Expression of Interest No.: REOI/09/ICGLR-RTF/2019

Location: Kampala-Uganda

Deadline: 27th September 2019

ICGLR Regional Training Facility is looking for a self-driven Finance Intern with a basic understanding of GAAP and financial principles.

Under the supervision of the Project accountant, the Finance Intern will participate in preparation of financial reports, analyze actual finance data, train in reporting, book keeping using finance software. The Finance Intern should be a team player who can maintain efficiency and accuracy in multitasking and will be expected to work full-time for the duration of **three** months beginning 1st October 2019.

Responsibilities of the Finance Intern

1. Filing and organizing documents to their appropriate places and properly referenced.
2. With guidance from the Accountant, compute of tax deductions and file monthly tax returns to URA.
3. Prepare payments against staff claims, imprest, supplier invoices and any other claims in line with financial regulations.
4. Work with the project accountant to verify accuracy and authenticity of expenditures before processing of payments.
5. Working with the Project Accountant prepare monthly reconciliation of General ledger and bank statements.
6. Conduct asset and inventory count to reconcile physical stock to update stock ledgers and asset register for the project as guided by the Project Accountant.

He/she should have the following key competences: high level of integrity, self-driven, analytical abilities, and interpersonal and communication skills, computer skills/accounting software programmes.

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

The duration of this internship is three months. The starting date is October 1st, 2019.

Page 1 of 2
Yusuf-Luwaga Lane, P.O. Box 1386 (off Salama Road), Munyonyo
P.O.Box 1386, Kampala, Uganda | Office Tel: +256(0) 414343655
Email: info@icglr-rtf.org | Website: www.icglr-rtf.org



The required skills, qualification include:

Education: Applicant must have a bachelor's Degree in business administration or Bachelor of commerce, Financial Management or business-related field.

Core Competencies:

He/she should have the following key competences: high level of integrity, self-driven, analytical abilities, and interpersonal and communication skills, computer skills/accounting software programmes.

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

The ICGLR/RTF invites eligible candidates to express their interest in this position.

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:** sylviabatenze@gmail.com, sylviabatenze@icglr_rtf.org and; sserwangerose@yahoo.com, sserwangerose@icglr.org, Nathan.byamukama@icglr_rtf.org and not later than **27th September 2019 at 16:00 Kampala local time.**

Agency: International Conference on the Great Lakes Region (ICGLR)/Regional Training Facility

Address:

Attn: Regional Director of RTF

Block 255, Plot 1349, Munyoyo.

P.O Box 1386, Kampala, Uganda.

E-mail: byam_nat@yahoo.com, nathan.byamukama@icglr_rtf.org

Website: [www. icglr-rtf.org](http://www.icglr-rtf.org)