



## **VACANCY ANNOUNCEMENT**

National Council of Sports of (NCS) is a government statutory organization that is mandated by National Council of Sports Act 2023 to among other things; promote and control all sports activities in country.

NCS seeks to recruit qualified, competent and highly self-motivated Ugandans to fill the following positions that exist at the secretariat;

### **EXTERNAL ADVERTS.**

#### **1. PRINCIPAL ACCOUNTANT.**

**Job Title:** Principal Accountant.

**Salary Scale:** NCS2(b)

**Number of posts:** 1(one) vacancy

**Reports to:** General Secretary

**Duty station:** Lugogo Sports Complex.

**Employment terms:** Full time Employment on a Three (3) year contract which is renewable subject to satisfactory performance.

#### **Job Purpose**

- To provide guidance and technical support, to the council on proper management and accountability to the Financial Resources of the Council in accordance to the financial laws.

#### **Main Duties and Responsibilities**

- i. Head of the Accounts Section
- ii. Managing, controlling and accounting for the financial resources of the Council.
- iii. Overseeing the development of financial accounting systems required to ensure that financial management and accounting systems are maintained.
- iv. Ensure that expenses are adequately budgeted and accurately coded.
- v. Preparing and coordinating budgets and work plans for the Council.
- vi. Preparing books of accounts and accounting records.
- vii. Reconciling bank statements to iron out discrepancies with cash books.
- viii. Preparing monthly, quarterly and annual financial reports to management and for audit purposes
- ix. Preparing monthly reconciliation statements.
- x. Answering audit queries and mandatory inquiries whenever necessary.
- xi. Preparing quarterly, half yearly and end of year trial balances.
- xii. Planning, supervising and assessing the performance of Accounts staff.

- xiii. Enforcing adherence to financial policy, regulations and professional practices in all financial transactions.
- xiv. Managing, controlling and accounting for the financial resources of the Council.

#### **Key Outputs;**

- i. Management and accounting systems maintained.
- ii. Expenses adequately budgeted and accurately coded.
- iii. Budgets and work plans for the Council prepared and coordinated.
- iv. Books of accounts and accounting records prepared.
- v. Bank statements reconciled with cash books.
- vi. Monthly, quarterly and annual financial reports prepared.
- vii. Monthly reconciliation statements prepared.
- viii. Audit queries and mandatory inquiries answered.
- ix. Quarterly, half yearly and end of year trial balances prepared.
- x. Performance of Accounts staff planned, supervised and assessed.
- xi. Adherence to financial policy, regulations and professional practices in all financial transactions enforced.

#### **Person Specifications**

##### **Qualifications**

**Either:** A Bachelor's Degree (Honor's) in Commerce (Accounting option), Business Administration (Accounting option), Business Studies (Accounting option) or Finance and Accounting **plus** other Professional qualifications in accounting such as ACCA, CPA, ACIS and CPE from a recognized University/Institution.

**Or:** Full professional qualifications in accounting such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution that is accredited by the Institute of Certified Public Accountants of Uganda (ICPAU), plus a Post graduate diploma in Financial Management or Business Administration from a recognized awarding Institution.

##### **Experience.**

- At least six (6) years' experience in accounting, three (3) of which must have been served at the level of Senior Accountant in Government, or equivalent level of experience from a reputable organization.

##### **Competences**

- Financial Management, planning, Budgeting, Problem solving and Decision making, Communication, Concern for quality and standards, Ethics and Integrity and Time management.

## **2. ASSISTANT FACILITY SUPERVISOR.**

**Job Title:** Assistant Facility Supervisor

**Salary Scale:** NCS6

**Reports To:** Facility supervisor.

**Responsible For:** Support staff.

**Duty Station:** Lugogo Sports Complex

**Employment terms:** Full time Employment on a Three (3) year contract which is renewable subject to satisfactory performance.

### **Job Purpose:**

- To coordinate general Stadium and Office maintenance, clean office environment and security duties of the council premises

### **Duties and Responsibilities**

- I. Maintain stadium and other office equipment;
- II. Conduct fixtures and minor technical repairs;
- III. Maintain grounds, club house and other council premises;
- IV. Supervise installation and maintenance of water facilities;
- V. Make work plans and budgets;
- VI. Carry out minor Electrical installations;
- VII. Supervise engineering faults identified, rectify and repair works;
- VIII. Record, dispose of damaged, obsolete and expired stock in the stores;
- IX. Receive and issue out records of stock in the stores;
- X. Control and maintain inventory levels;
- XI. Identify and determine requirements of user departments;

### **Key Outputs**

- I. Stadium and other office equipment maintained;
- II. Fixtures and minor technical repairs done;
- III. Grounds, club house and other council premises maintained;
- IV. Installation and maintenance of water facilities supervised.
- V. Work plans and budgets made;
- VI. Minor Electrical installations carried out,
- VII. Engineering faults identified, rectified and repairing works supervised;
- VIII. Damaged, obsolete and expired stock in the stores recorded and disposed of;
- IX. Records of stock in the stores received and issued out;
- X. Inventory levels controlled and maintained;
- XI. Requirements of user departments identified and determined.

### **Person specifications**

#### **Qualifications:**

- Should hold a minimum of a Higher Diploma in Civil, Electrical and or Water Engineering from a recognized institution.

- A Trade Test Grade 1 certificate from a recognized institution will be an added advantage.

#### **Key Competences**

- Project management;
- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity;
- Time management.

#### **SUBMISSIONS OF APPLICATIONS:**

Envelopes should be clearly marked ***with the respective title of the job being applied for.*** Please note that only shortlisted candidates shall be contacted.

The details of these jobs can be found on the NCS website: [www.ncs.go.ug](http://www.ncs.go.ug)

Interested and eligible persons who meet the above requirements are invited to submit their applications together with **certified copies** of their academic certificates, transcripts and a detailed Curriculum vitae including names of three referees indicating their contacts and phone numbers which should be hand delivered to the address below not later than 5:00 Pm on Thursday 23<sup>rd</sup> November, 2023.

**Note:** NCS is an Equal Opportunity Employer. Any attempts of influencing the recruitment process will lead to automatic disqualification. Female candidates and persons with disability are strongly encouraged to apply.

**The General Secretary,  
National council of sports  
Lugogo sports complex  
Po. Box 20077  
KAMPALA.**