



The Eastern Africa Association of Anti-Corruption Authorities (EAAACA)

CAREER OPPORTUNITY

The Eastern Africa Association of Anti-Corruption Authorities (EAAACA) is the umbrella Association of Anti-Corruption Institutions of Eastern Africa. It was formed on 8th September 2007 in Kampala, Uganda. The Members are: the Ethics and Anti-Corruption Commission (EACC) of Kenya, the Federal Ethics and Anti-Corruption Commission (FEACC) of Ethiopia, the Inspection Generale D`etat of Djibouti, the Inspectorate of Government (IG) of Uganda, Office of Ombudsman of Rwanda, Prevention and Combating of Corruption Bureau (PCCB) of Tanzania, and South Sudan Anti-Corruption Commission (SSACC)

Vision: An Eastern Africa Region free from Corruption.

Mission: To strengthen the capacity of EAAACA members to prevent and combat corruption through Regional cooperation.

EAAACA is seeking to recruit a qualified, competent and experienced person for the following position.

Job Title:	GENERAL SECRETARY
Contract period:	3 years contract
Reports to:	EAAACA Executive Committee
Duty Station:	Kampala - Uganda

A. Job Description

The General Secretary:

1. Heads the Secretariat that is located in Kampala, Uganda and is the Accounting Officer.
2. Is responsible for the efficient administration of the Secretariat, and ensures that all activities, plans, budgets are implemented in line with the approved workplan.
3. Ensures that the decisions of the Executive Committee and Annual General Meeting are implemented, and the Secretariat has resources: financial, human and equipment to run its activities and operations
4. Is the Secretary to the Annual General Meeting and Executive Committee and shall be an ex-officio member of the Executive Committee

B. Specific Tasks

The General Secretary will be expected to fulfill the following tasks:

1. To coordinate and supervise activities/programmes/projects of EAAACA and its Networks.
2. To prepare annual work plans and budgets of EAAACA.
3. To compile financial and activity reports of the Association.
4. To implement the decisions necessary for the functioning of the Association in accordance with the strategic plan of operation and the annual work plans approved by the General Meeting.
5. To ensure timely communication of information on operations, programmes and where appropriate the resolutions and decisions of the Executive Committee and the Annual General Meeting to the members; and other relevant stakeholders.
6. To identify and mobilize funding for the Association's activities and ensure effective and timely financial and narrative reporting as maybe required.
7. To co-ordinate financial and budget activities for maximum operational efficiency and maintain proper records and books of accounts.
8. To plan and coordinate training programs for the members of the Association and staff of the secretariat.
9. To determine staffing requirements
10. To supervise and monitor staff performance.
11. To establish and maintain good governance procedures and systems
12. To develop, implement and review the Association's policies
13. To represent the Association in undertaking its mandate.
14. To fulfil any other duties entrusted to it by Annual General Meeting or the Executive Committee.
15. Maintaining a register of compliance with policies and agreements for audit purposes.
16. Facilitate researching and analyzing options in relation to market values and project deliverables to guide optimal decision making.

Other duties/additional tasks:

- Assists in and/or carries out other office activities and other tasks, as assigned

C. Required qualifications, competences and experiences

Qualifications

1. Degree in social and human sciences (Law, Management, Administration, Business Administration, Finances, Economics, Projects Management, Organizational development or other related fields), preferably at Masters Level.
2. Relevant post graduate qualification will be an added advantage.

Professional experience

1. Minimum 5 years' professional experience in a comparable position in Development Programmes
2. Knowledge and experience of strategic planning
3. Knowledge and experience of office administrative procedures
4. With experience in the governance sector especially in anti-corruption, taxation, international crime as well as knowledge of regional networks will be an added advantage.
5. Strong experience of running networks and knowledge of working with Development Partners will be an advantage.
6. Proven experience in raising funds.

Other knowledge, additional competences

1. Sound understanding of project management
2. Efficiency and reliability
3. Excellent communication and interpersonal skills
4. Proficient oral and written communication skills in English and ability to speak or understand basic French will be an added advantage.
5. Excellent research and report-writing skills
6. Ability to work both independently and as part of a team
7. Ability to work under pressure and multi-tasking within tight time constraints. Self-motivation and strong analytical skills
8. Problem solving aptitudes with an excellent analytical, solution orientation and risk management
9. Proven administrative skills
10. Excellent negotiation and conflict resolution skills.
11. Good working knowledge of IT (Word, Excel, PowerPoint, Internet) and data management skills
12. Organizational and crisis-management skills
13. Monitoring and Evaluation skills
14. Good experience in financial management
15. Sound cross-cultural, gender-awareness, interpersonal and networking skills
16. Sound knowledge of development partners processes and methodologies.

Remuneration: USD 5000 (includes taxes and other statutory obligations).

All interested and qualified persons are encouraged to apply by submitting their application and CV by email to: hr@igg.go.ug, by 5:00 pm on Friday 28th February 2025.

Please note: All nationals from EAAACA Member countries are eligible to apply. Application and CV should be in one document. Only shortlisted candidates will be contacted.

Disclaimer: EAAACA DOES NOT charge any kind of FEE(s) at whichever stage of the recruitment process.