



Gateway Research Centre (GRC) is an **NGO** and research organization located at Awab Mall-Mengo K'pla. GRC is a think tank that conducts research in areas of education, health, environment, youths and poverty, food security, gender and women empowerment. GRC undertakes consultancy services/capacity building as well as research in the above mentioned fields. GRC has undertaken a number of research studies and capacity buildings in various organizations and also written several policy briefs. The capacity building aimed at promoting organizational performance while its research is geared towards informing policy by undertaking evidence-based research studies.

1. Position: Accounts Assistant (1)

Responsible to: Finance and Accounting department

Salary scale: Gross pay **800,000/=**

Duration of employment: One year contract renewable subject to satisfactory performance

Skills/competencies

- Computer literate with skills in Microsoft office applications
- Ability to work on own initiative
- Analytical and problem solving skills
- Good interpersonal skills
- Communication and report writing skills
- Integrity and honesty
- Capacity to establish credibility, trust and partnership
- Attention to details and follow up on agreed actions
- Ability to work under minimum supervision

Qualification and Experience

A degree in commerce (Accounting and Finance), Business Administration, Accounting or equivalent qualification from a recognized University. At least two years of working experience in payment processing, book-keeping, financial accounting and management or related accounting duties.

Demonstrated knowledge of working in an automated accounting environment with accounting software will be an added advantage

Duties and Responsibilities

- Posting and updating organization accounts/ledgers to ensure that they are well balanced
- Processing of payments and disbursement for the project and ensuring appropriate supporting documents are attached and proper account heads
- Monitoring and tracking expense and following up accountability for advances in prescribed timelines
- Handling cash payments for office operational expenses at workshops and organized events
- Maintaining an asset register for the organization
- Reconciling books of accounts and extracting draft trial balance for review
- Prepare interim financial reports and other financial reports required under the project
- Any other Accounting, Finance and administration duties assigned

2. Position: Administrative Assistant (1)

Age: (32 years maximum)

Reports to: Managing Director:

Salary scale: Negotiable

Duration of employment: One year contract renewable subject to satisfactory performance

Primary functions: Provide regular clerical and administrative support to the Managing Director and senior staff, as necessary. Prepares correspondence and reports, maintains schedule and calendar and maintains electronic and hard copy files.

Administrative Assistant Responsibilities:

- Handling office tasks, such as filing, generating reports and presentations.
- Coordinate research activities in the field to ensure realization of the project goals.
- Compile field reports and produce a critical analysis in detail
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Prepare for staff meetings, workshops, special events and farewells for staff.
- Assist in seeking quotes and ordering of office supplies, stationery and consumables

Skills, Knowledge and Experience

- Excellent skills in MS Office applications including Excel, Word, powerpoint and any other related office package
- Strong interpersonal skills—ably communicate (via email, phone, and face-to-face)
- Ability to prioritize and meet deadlines whilst maintaining attention to detail and accuracy

- Strong focus on quality of work
- Understand the need to demonstrate strict adherence to confidentiality
- Administrative skills: proficiency with Microsoft Office applications; well-organized and attention to detail

Reasoning Ability

Must be able to think outside the box and handle a multitude of projects/concerns/questions at one time. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to be a forward thinker, work independently with little or no supervision.

Qualification and Experience

A Bachelor's degree or its equivalent with atleast one year working experience.

Application procedure:

Application will strictly be online, incomplete applications will not be considered.

All suitably qualified candidates are encouraged to send a copy of their updated CVs with a cover letter (attached as one document) indicating two referees to:

grc@gatewayresearchcentre.org

Deadline: 30th September 2020.

Only successful applicants will be contacted

Visit us at: www.gatewayresearchcentre.org