



## **MINISTRY OF ENERGY AND MINERAL DEVELOPMENT**

### **JOB ADVERT**

**DATE: 22<sup>nd</sup> SEPTEMBER, 2022**

#### **Job details**

The Ministry of Energy and Mineral Development through the Directorate of Petroleum is organizing the 10<sup>th</sup> East African Petroleum Conference and Exhibition 2023 (EAPCE'23). The East African Petroleum Conference and Exhibition (EAPCE) is held every two years on a rotational basis within the six Partner States of the East African Community comprising of Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda. Uganda is the host for the 10<sup>th</sup> East African Petroleum Conference and Exhibition 2023 (EAPCE'23). The main objective of the conference is to promote exploration, development, production and commercialization of oil and gas within the East African region by demonstrating to the world the hydrocarbon potential within the region and sharing information on the status of development of the sector in each Partner State. In order to organize the above conference successfully, the Ministry seeks to recruit competent, trained and well-motivated persons to fill two (2) vacancies at the National Organizing Committee (NOC) Secretariat. The positions are on **twelve (12) months contract**. The successful candidates for the positions should be ready to start work by **1<sup>st</sup> November, 2022**.

## **1. Position: Administrator (1 vacancy)**

**Reports to:** The Chairman, National Organizing Committee of the EAPCE'23

Location: Kampala, Entebbe

### **Key Duties and Responsibilities**

- i. Maintaining and updating records and filing systems to ensure proper custody of all conference materials and records;
- ii. Coordinating the conference preparatory meeting activities and sessions by ensuring timely scheduling, invitations and follow up.
- iii. Administer registration through website and compile confirmed registration list of participants, speakers, support staff, event management team, ushers, etc;
- iv. Ensure Information Note is sent out to all participants (arrival details, hotels, Visa requirements, general country/city information etc;
- v. Liaise with EAPCE'19 web administrator to update the website with new contents from the NOC;
- vi. Take notes and keep minutes for all NOC meetings and follow up on implementation of action points;
- vii. Liaise with EAC secretariat to arrange for air tickets and ensure timely to for Steering Committee (SC) members;
- viii. Ensure that all contacts and actions taken with suppliers are noted and communicated to the relevant Sub- committee for approval;
- ix. Liaise with Sub-committees to ensure goods and services for the conference are delivered on time;
- x. Prepare conference report;
- xi. Undertake preparatory activities for NOC meetings in liaison with sub Committees to ensure that all meetings run smoothly.

## **Person Specifications**

### **Qualification:**

An Honors Bachelor degree in Business Administration /Studies/ Office Management /Human Resource Management/Public Relations or any other related fields from recognised Institution.

### **Experience:**

At least three (3) years relevant working experience in conference Administration, Office Management and Administration or equivalent experience from a reputable Organization.

MUST have proven evidence in organizing international conferences with more than 1000 delegates

### **Competencies:**

Flexible, reliable and able to work under pressure

Good computer skills in Ms Office and the latest applications

Good communication skills (English)

**2. Position:** Accounts Assistant (1 vacancy)

**Reports to:** The Chairman, National Organizing Committee of the EAPCE'23

Location: Kampala, Entebbe

## **Key Duties and Responsibilities**

### **(a) Accounting/ Reporting:**

- i. Set up accounting system, including Financial reporting forms and filing system for EAPCE'19;
- ii. Enter financial transactions into the computerized accounting system;
- iii. Reconcile all balance sheet accounts and keep a file of all completed reconciliation;

- iv. Prepare financial reports and submit to the NOC chairperson for approval before submitting to SC and internal auditors;
- v. Be responsible for all conference related finance and accounting works;
- vi. Work with auditors to prepare audited EAPCE'19 financial statements to timely submit to SC & EAC secretariat.

**(b) Control:**

- i. Carrying out banking of EAPCE revenue received according to laid down rules
- ii. Check and ensure all expenditures of EAPCE'19 are in accordance with EAC procedures. This includes ensuring that receipts are obtained for all payments;
- iii. Ensure that all transactions are correctly booked;
- iv. Ensure safe custody of cash and receipts, cheques, paid vouchers and other documents;
- v. Keep safe custody of computer data input and output
- vi. Ensure documentation relating to payments are duly approved by the NOC chairperson
- vii. Ensure Petty Cash is reviewed and updated, and records are kept up-to-date;
- viii. To continuously improve system & procedures to enhance internal controls and satisfy audit requirements.
- ix. Check travel claims forms and ensure their accuracy as to rates used, additions, authorization, etc., are in order;
- x. Ensure that all paid documents are marked with "paid" stamp

**(c) Bank reconciliation:**

- i. Bank accounts should be reconciled and reported on or before the 8th of each month;
- ii. Prepare monthly bank reconciliation statements

**(d) Inventory Register:**

- i. Maintain a proper inventory of conference assets register, including numbering, recording and reporting;
- ii. Maintain the inventory file to support purchases of all equipment/assets.

### **Person Specifications**

#### **Qualification:**

- i. A Bachelor's degree (honors) in Commerce/Finance/ Business Administration majoring in Accounting/ Financial Management from a recognized institution.
- ii. Full Professional qualification in either ACCA or CPA.

#### **Experience:-**

At least three (3) years of relevant working experience in financial management, financial analysis and accounting from a reputable organisation.

#### **Key competencies;**

- I. Knowledge in administrative and accounting procedures of the Government
- II. Good computer skills in MS Office and the latest applications
- III. Knowledge of SAGE PASTEL software (or any similar accounting software) is compulsory
- IV. Flexible, reliable and able to work under pressure
- V. Good communication skills (English)

#### **Job application procedure**

All suitably qualified Ugandans should apply and submit applications together with detailed Curriculum Vitae (CV), photocopies of academic qualifications, National ID and other relevant documents, names and addresses of three referees to the Permanent Secretary, Ministry of Energy and Mineral Development. All applications should be submitted to Security Registry Room No. A 205, Second Floor, Amber House **not later than 7<sup>th</sup> October, 2022 at 5:00pm.**