



THE UGANDA COUNTRY
COORDINATING MECHANISM
FOR THE GLOBAL FUND
To Fight AIDS, Tuberculosis & Malaria

UGANDA COUNTRY COORDINATING MECHANISM (CCM) SECRETARIAT

PROGRAMME OFFICER – FINANCE & PROCUREMENT (F&P)

1. JOB SUMMARY

Job Title: Program Officer – Finance & Procurement (F&P)

Reports to: Technical Advisor – Finance & Procurement (TA-F&P), CCM Secretariat Coordinator/Executive Secretary

Duty Station: Uganda CCM Office, C/o Uganda AIDS Commission, Ntinda Kampala, Uganda

Contract Duration: 3 years,

Job Purpose:

To provide day-to-day operational and technical support in finance and procurement management for the Uganda CCM Secretariat. The role focuses on processing, documentation, reconciliations, and logistical support for CCM Secretariat financial activities, ensuring compliance with Global Fund, Government of Uganda, and CCM guidelines. The Assistant ensures accuracy and timeliness of Secretariat financial and procurement transactions, freeing the TA-F&P to focus on higher-level oversight, committee support, and stakeholder engagement.

2. MAIN TASKS & RESPONSIBILITIES

The Officer will support the Technical Advisor – Finance & Procurement (TA-F&P) and the CCM Secretariat Coordinator/Executive Secretary in the following areas:

Functional Area 1: Payment Processing & Financial Administration (40%)

- Prepare, verify, and process payment requests, ensuring completeness of supporting documentation and compliance with CCM/Global Fund guidelines.
- Validate payment data entries and cross-check account details, amounts, and payment references before submission for review by TA-F&P.
- Maintain a tracker of payment timelines and follow up with approvers to ensure timely disbursements.
- File and archive payment records systematically for audits and reconciliations.
- Prepare payroll support schedules and statutory deductions (PAYE, WHT, NSSF), file monthly returns, and obtain confirmation receipts.

Functional Area 2: Procurement Processing & Documentation (25%)

- Prepare and issue procurement requests, quotations, and bid documentation in line with CCM Procurement Manual and donor policies.
- Evaluate Micro procurement bids to include collating of bids and preparing bid comparison summaries for review.
- Maintain the CCM Secretariat's procurement records, including contracts, supplier invoices, delivery notes, and procurement plans.
- Track procurement progress against annual plans and flag delays or compliance risks to the TA-F&P.
- Maintain and update the Fixed Assets Register and commodity/stores inventory.

Functional Area 3: Oversight Support & Reporting (35%)

- Collect, organize, and check for completeness PR financial/procurement.
- Maintain the audit findings and management response tracker; follow up with PRs on pending actions.
- Prepare financial sections of CCM oversight briefs, Board packs, and F&P Committee updates together with the TA-F&P.
- Assist in preparation of CCM's periodic financial and procurement performance reports.
- Track and pre- analyse grants financial and procurement risks for the CCM and PR's.

3. KEY DELIVERABLES / PERFORMANCE INDICATORS

- ≥98% accuracy in payment processing, ≤2% error rate.
- ≥95% of payments processed within turnaround time.
- 100% of statutory returns filed by due dates.
- Procurement requests and records filed and up-to-date (100% compliance with audit checks).
- Quarterly bank reconciliations, trial balances, and cashbooks produced on schedule.
- ≥95% of CCM activities financially/logistically supported on time.
- Audit & management action tracker updated quarterly (100% compliance).

Reporting and Collaboration

The Programme Oversight Finance and Procurement shall report to the Technical Advisor – Finance and Procurement, who provides strategic and technical leadership for the finance and procurement function. He/she will work collaboratively with the Technical Advisors for Programme Development and Resource Mobilisation, Technical Advisor-Oversight, Ethics Officer, and the CCM Executive Secretary / Coordinator to promote an integrated approach to grant oversight, linking programmatic, financial, and procurement performance data to provide a comprehensive view of grant implementation.

This cross-functional collaboration ensures that programmatic achievements are aligned with financial accountability and supply chain efficiency, thereby strengthening the overall effectiveness, transparency, and impact of the CCM's oversight function.

The Officer will provide quarterly progress reports and any other reports as may be specified by the supervisor as and when necessary.

4. QUALIFICATIONS AND EXPERIENCE

Education:

- Bachelor's degree in Finance, Accounting, Business Administration, Commerce,
- Professional certification (e.g. CPA, ACCA, CIPS-Level 4)
- Post Graduate Diploma in Procurement is an added advantage

Experience:

- 3–5 years' experience in finance, accounting, or procurement in public sector, NGO, or donor-funded projects.
- Experience in payment processing, reconciliations, and procurement cycles.
- Exposure to conventional grant management and compliance practices is an added advantage.

Skills & Competencies:

- Strong numeracy and attention to detail.
- Hands-on experience with financial management software and Microsoft Excel.
- Good knowledge of financial record-keeping and procurement documentation.
- Strong organizational and time-management skills.
- Effective team player with ability to handle multiple tasks.
- High integrity, discretion, and commitment to accountability.
- Report writing skills and presentation skills