



AIDS INFORMATION CENTRE-UGANDA

HEAD OFFICE

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P.O. Box 10446, Mengo - Kisenyi, Kampala - Uganda
Tel: 0393 264 454/3,
Email: informationdesk@aicug.org
Website: www.aicug.org

AIC Regional Branches

Kampala Office

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P.O. Box 10446, Mengo - Kisenyi
Tel: +256 393 264 454/3
Email: aickampalabranch@aicug.org

Mbale Office

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Tel: +256 393 264 454/3
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Arua Office

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Soroti Office

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Soroti Region Project

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Lira Office

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Karamoja Office

Loruk Road, Moroto
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EXTERNAL VACANCY ANNOUNCEMENT

VA No. AIC-2025-HR/3

Background

The AIDS Information Centre-Uganda (AIC), established on February 14, 1990, is a pioneering not-for-profit NGO providing Voluntary Counselling and Testing (VCT) services in Uganda and Africa. With eight Centers of Excellence across Uganda, AIC delivers comprehensive HIV prevention, care, treatment, and sexual and reproductive health services, focusing on Key, Priority, and Vulnerable Populations. AIC is a leader in HIV programming, Health Systems Strengthening, and Knowledge Management, serving over 15 million Ugandans annually. AIC therefore boasts of a national footprint. AIC is seeking the services of honest, dedicated, competent, innovative and result-oriented individuals for employment on a contract basis for the posts below:

AIC/ REF/ 1/Job Title: Executive Director (Readvertised) Note: All applicants that expressed interest in this position under VA No. AIC-2025-HR/2, shall not be required to reapply.

Employment Type: Contract | Renewable subject to availability of funds

Reports to: Board of Trustees
Salary: Commensurate with training and experience
Duty Station: AIC Headquarters

Directly Supervises:

- Project Director
- Director Finance
- Director Human Resources and Administration
- Director Programs and Capacity Development
- Executive Assistant

Purpose of the Job: The Executive Director is the chief executive of AIC, providing visionary leadership, driving strategic initiatives, and ensuring sustainability. He/She will be responsible for excellent organizational governance, financial stewardship, and programmatic excellence, serving as the Accounting Officer and Secretary to the Board of Trustees. The Executive Director reports to the Board of Trustees from time to time.



Key Result Areas (KRAs)

1. Effective implementation of AIC's Strategic Plan.
2. Increased annual revenue by at least 50% through diversified funding.
3. High donor and stakeholder satisfaction.
4. Efficient resource utilization and compliance with financial standards.
5. Strong performance in program implementation, monitoring, and evaluation.
6. BoT's decisions implemented and corporate governance promoted.

Key Duties and Responsibilities

Strategic Leadership and Governance

- Develop, implement, and monitor AIC's Strategic Plan, ensuring alignment with the organization's mission and vision.
- Lead the development and review of organizational policies, ensuring responsiveness to emerging trends in HIV/AIDS prevention and care.
- Convene meetings of the Board of Trustees as required and as per schedule.
- Serve as the Secretary to the Board of Trustees, facilitating governance processes and providing timely updates on organizational performance and strategy.
- Champion the creation of innovative and sustainable programs to address health sector gaps.

Organizational Management and Development

- Establish and maintain efficient management systems, ensuring operational excellence and cost-effectiveness.
- Foster a culture of innovation, accountability, and teamwork across all levels of the organization.
- Lead the recruitment, mentorship, and development of senior staff, ensuring alignment with strategic objectives.
- Oversee robust monitoring and evaluation frameworks to assess program impact and effectiveness.

Resource Mobilization and Financial Stewardship

- Spearhead resource mobilization initiatives, increasing annual revenue by at least 50% through diversified funding sources.
- Oversee the preparation of proposal and grant writing for resource support for AIC's sustainability.
- Develop and maintain strong relationships with donors, government bodies, and other key stakeholders to secure funding for AIC programs.
- Ensure compliance with financial policies, donor regulations, and national standards, while optimizing resource utilization.

Program Implementation and Evaluation

- Oversee the execution of all programs, ensuring alignment with donor expectations and national health priorities.
- Regularly evaluate program outcomes and adjust strategies for enhanced impact.
- Lead the development of strategies to respond to emerging trends and needs in HIV/AIDS prevention, care, and related health services.

Advocacy and Public Relations

- Represent AIC at national and international forums, advocating for the organization's contributions to health systems.



- Develop and execute comprehensive public relations strategies, including the production of annual reports, success stories, and press releases.
- Act as the official spokesperson for AIC, in consultation with the Board Chairperson.

Key Outputs

- Strategic Plan and organizational policies developed and executed effectively.
- Programs implemented with measurable impact and alignment to strategic goals.
- Annual revenue increased by at least 50% through successful resource mobilization.
- Strong partnerships established with donors, government agencies, and other stakeholders.
- High levels of staff satisfaction, organizational efficiency, and compliance achieved.
- Support provided to AIC Board of Trustees in facilitating governance processes for effective organizational performance and strategy.

PERSON SPECIFICATIONS

Educational Qualifications

- Master’s Degree in Health Sciences, Public Health, Social Sciences, or related fields.
- Postgraduate training in Health Management or Management Studies is essential.

Experience

- A minimum of 10 years of experience in senior management, with at least 5 years in HIV/AIDS prevention and care services.
- Proven track record in managing large-scale public health programs in developing countries, preferably in Africa.

Knowledge

- Comprehensive understanding of HIV/AIDS prevention, care, and treatment.
- Familiarity with Uganda’s health sector policies, donor frameworks, and global health trends.
- Expertise in monitoring, evaluation, and knowledge management.

Skills and Attributes

- Leadership: Demonstrated ability to inspire and guide teams to achieve strategic goals.
- Financial Acumen: Strong skills in budget management, financial reporting, and resource allocation.
- Strategic Thinking: Ability to anticipate trends and develop innovative solutions.
- Communication: Excellent interpersonal, negotiation, and public speaking skills.
- Integrity: High ethical standards and a commitment to organizational values.

AIC/ REF/ 2/ Job Title: Internal Auditor

Employment Type: Contract | Renewable subject to availability of funds

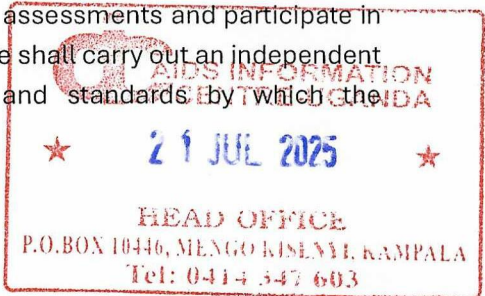
Reports to: Board of Trustees and Administratively to the Executive Director

Salary: Commensurate with training and experience

Duty Station: AIC Headquarters

Directly Supervises: None

Purpose of the Job: The Internal Auditor shall conduct audit exercises. He/she will ensure that internal controls are adhered to and take lead in conducting risk assessments and participate in the development of risk management profiles and register. He/ she shall carry out an independent appraisal of the effectiveness of the policies, procedures and standards by which the organization’s financial resources are managed.

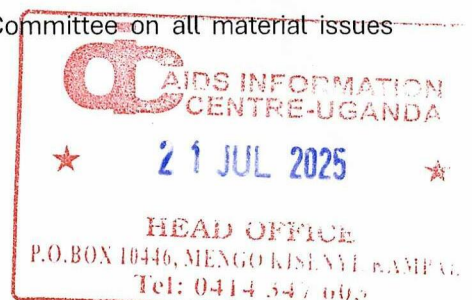


Key Outputs

- Internal Audit plans developed and implemented
- Audit exercises, special audits and investigations carried out
- Internal Control System in place and operational
- Internal Audit policies, Audit Chart , Manuals and Auditing Standards developed
- Internal Audit reports produced and submitted to the BoT
- Action areas in the Audit report recommendations followed up
- Payroll and assets management monitored to ensure compliance in line with the policies and procedures
- Risk management strategies developed and compliance assessment ensured

Key Duties and Responsibilities

- Prepare or contribute to the preparation of work plans and working papers for conducting audit exercises.
- Conduct audit exercises, special audits and investigations as directed by the Executive Director, Trustees or the Audit Committee.
- Conduct timely payroll and assets management audits to strengthen compliance and risk mitigation.
- Monitor the cost share policy and ensure that donor and AIC funds are utilized in line with the recommended cost accounting principles.
- Develop a risk-based test plan by selecting appropriate audit approach, test procedures and sampling criteria based on professional judgment and AIC defined internal audit methodology.
- Assess the effectiveness of internal controls and governance structures to ensure compliance with the policies and regulations.
- Identify risks and develop mitigation plans to avert potential risks to the organization.
- Identify and document control weaknesses, provide evidential support for findings and opportunities for improvement.
- Propose practical and value-added recommendations to address control weaknesses and other inefficiencies.
- Conduct risk assessments and identify controls in place to mitigate identified risks.
- Take lead in the development and review of the Internal Audit Manual.
- Provide technical guidance in the formulation and review of the internal control system.
- Assist management in developing a system which identifies and analyses major risks to the organization.
- Provide input during the identification and procuring of external auditors for the organization.
- Review the planning and budgeting process in all AIC departments to ensure compliance with systems and procedures in place.
- Participate in the compiling of Audit Reports and follow-up actions.
- Prepare working papers documenting adequately work performed for review by the BoT Audit Committee
- File all audit working papers.
- Prepare quarterly report and submit to the BoT Audit Committee on all material issues relating to current and previous audit exercises.



PERSON SPECIFICATIONS

Minimum Academic Qualifications: 1st degree preferably in B. Com (Accounting and Audit), Bachelor of Finance and Accounting or Bachelor in Business Administration plus completed CPA professional qualification. Full membership of a professional body or the Institute of Certified Public Accountants of Uganda (ICPAU) is a MUST.

Experience and Exposure

- 5 years of Audit experience or in reputable organization.
- Experience in Auditing standard principles and Donor accountability requirements is a Must.

Key Skills: Carrying out audit exercises, Interviewing skills, Investigative skills, Report writing skills, Compilation of audit reports and Following up audit report recommendations

AIC/ REF/ 3/ Job Title: Finance Manager

Employment Type: Contract | Renewable subject to availability of funds

Reports to: Director Finance

Salary: Commensurate with training and experience

Duty Station: AIC Headquarters

Directly Supervises: Accountants

Purpose of the Job: To take charge of the finance function of AIC; and ensure that the organization's financial resources are adequate, well managed and properly utilized for effective implementation of the planned activities.

Key Outputs

- Sound financial management information systems established and maintained
- Annual budgets and workplans produced in line with AIC plan and GoU/donor requirements
- Financial and other resources optimized and safeguarded
- Statements of reconciliation and balancing of various accounts prepared
- Periodic budgetary performance reports with satisfactory explanation of the variances
- Recommendations made on income and expenditure reports to budget holders
- Management reports and financial statements prepared and issued
- The organization guided in statutory and international best accounting practices
- The organization guided towards compliance with relevant statutory requirements, tax legislations and Generally Accepted Accounting Practices
- Effective liaison maintained with internal and external auditors
- Consolidated cash flow statements and projections prepared
- Variances between budgets and expenditures established on a regular basis
- Accountability process coordinated and funds accounted for
- Satisfactory accountability statements/reports reaching management and donors in time.
- Expected receipts and payments received and listed
- Financial Management manual specifying accounting policies, procedures and guidelines effectively implemented
- Financial statements in line with policies and regulation requirements, prepared and issued
- Annual statutory audits conducted
- Written and properly maintained Books of Account reflecting the correct financial standing at headquarters



Key Duties and Responsibilities

- Design systems, policies and procedures for financial and other resources management.
- Prepare and implement financial plans and budgets.
- Design standard forms appropriately d to facilitate submission of monthly, quarterly, semi-annual and annual financial returns to supervisory authorities, donors and other interested stakeholders
- Collect cash flow projections from departments, units and regions; and consolidate them to form the organizational projection.
- Arrange for the remittance of funds that are approved for the regions as required.
- Provide technical support and guidance to the regions of financial matters, and ensure their adherence to approved financial policies, standards and practices.
- Regularly monitor the financial performance of the regions, and take or recommend necessary actions.
- Receive and evaluate reports on financial performance of the regions, and take or recommend necessary follow up actions.
- Periodically review financial expenditure against the approved budgets, both for headquarters and the regions, and prepare related reports for information and action by top management.
- Evaluate and analyze financial health and risks.
- Maintain financial discipline and control throughout the organization.
- Maintain financial records and prepare financial statements.
- Develop and implement financial strategies and controls for capital investments.
- Advise management on compliance with statutory requirements.
- Ensure effective revenue and cash management.
- Provide financial advice on statutory or commercial debts.
- Liaise with external auditors.
- Prepare prescribed financial and accounting statements and reports as required.
- Assess the skills levels and capabilities of the AIC finance staff, and liaise with the Human Resources and Administration Department to bridge the identified gaps.
- Conduct performance appraisals for the Accountants and Accounts Assistants, and review the appraisal carried out for the lower-level headquarters accounts staff.
- Provide technical guidance in the appraisal of the finance staff at the regions.
- Perform other accounting and related duties.

PERSON SPECIFICATIONS

Minimum Academic Qualifications: 1st degree preferably in B. Com (Accounting and Auditing), Bachelor of Finance and Accounting or Bachelor in Business Administration plus completed CPA or ACCA professional qualification. Full membership of a professional body or the Institute of Certified Public Accountants of Uganda (ICPAU) is a MUST.

Experience and Exposure: 6 years' experience with a reputable public, private commercial or donor funded organization, 3 of which must have been at a similar managerial level/position, and with a donor-funded Organization.

Special Knowledge

- Knowledge of financial accounting requirements of donors
- Good knowledge of international accounting standards



- Reliable knowledge of program planning and budgeting, reporting and auditing
- Thorough knowledge of the AIC Chart of Accounts
- Knowledge of AIC policies, regulations, instructions and rules

Key Skills: Financial management skills, Inter-personal skills, Organizing skills, Communication skills, Hands-on-computer skills and Skills in the application of the various accounting packages.

Other Qualities/Attributes: Of Strong integrity and personality, High sense of self-respect and Highly organized.

How to Apply

Qualified candidates are invited to submit their application (cover letter, CV, and certified academic documents). All interested Candidates **MUST** fully fill the AIC Online Job Application Form, scan and save all the relevant documents requested for above as one document (labeled with candidate's full names) and **Address applications to:** applications@aicug.org and **Online Job Application Link:** <https://www.cognitofrms.com/AIDSINFORMATIONCENTRE/AICJULY2025JOBADVERT>

* **Posting Date:** July 21, 2025

* **Closing Date:** August 1, 2025 at 5:00pm

*AIC is an equal opportunity employer, committed to having a diverse work force and does not ask for money at any stage of recruitment, has a Zero tolerance for: Fraud, Sexual Exploitation, Sexual Abuse, and Sexual Harassment. Please contact: fraud@aicug.org.

*While AIC appreciates all the interested applicants, only shortlisted candidates will be contacted for interviews. In case you do not hear from AIC Uganda One (01) month after the closing date, please consider yourself unsuccessful. *Please note that any form of canvassing will lead to automatic disqualification.

