installing the system. The envisaged system must
institutions and agencies. The consultant will be
secure sharing of information between its partner
secure information sharing system
to facilitate
provide services for the
2) Ensure that statutory deductions are properly
accounted for and remitted to the relevant
approved procedures.
3) Write payment vouchers with supporting
documents and ensure that all the necessary
authorizations and forms documenting cash
flow are in place.
4) Ensure that complete documentation
and proper procedures are followed for
Procurement and payment requests.
5) Maintain an up-to-date accurate accounting
system; including data entry and paper file
system and registering all expenditures/ advances into the accounting journal voucher
template daily before weekly submission to the
Finance and Operations Director for posting in Systems Application Program.
6) Assist in the control of all expenses made by
staff by reviewing receipts and expenditure
templates. As necessary, discuss any issues
or questions with the Finance and Operations
Director.
7) Monitor actual expenditure against budgets and
ensure compliance with donor requirements
8) Manage the fuel card accounts and prepare fuel
card account reconciliations monthly.
9) Maintain and update the inventory list/ fixed assets list and carry out periodic inventory
verification.
10) Assist in WCS periodic Audit Processes.

Human Resources and Office Administration
1) Assist to maintain personnel files (hard copy
and electronic as required) for each staff
member. These files to include: copy of CV,
contract, appointment letter, insurance
information, performance evaluations and
warning letters, emergency contacts, work/
research permits as necessary.
2) Ensure all staff have current and up-to-date
contracts. Notify the Finance and Operations
Director when renewals are necessary.
3) Ensure that WCS and donor standards are
followed for document retention, especially
as required for financial records and audits.
Develop an organized system for storage of
such records.

Budgets and Contracts Management
1) Develop and maintain files for all contracts,
sub-awards, and grants to individuals or
organizations.
2) Assist in monitoring and controlling grant
activities and in-housing auditing of project
budgets
3) For all grants received by WCS Uganda,
ensure that copies of all contractual materials
pertaining to a specific grant are filed and
updated as necessary. This will require working
with the Finance and Operations Director.
4) Assist in the preparation and monitoring of
office budgets, cash requests, projections and
Accounting reports.

Required Qualifications:
5) Must have a bachelor’s degree in accounting
or a similar field. CPA is an added advantage.
6) Minimum of 3 years’ professional experience
preferably from Not for Profit
7) Proficiency in MS-Excel and at least one
financial accounting software

Interested individuals must submit their CV, cover
letter and three (3) reference, referencing the
position in the subject line to
snampindo@wcs.org.
Deadline to receive complete applications is June
30th, 2020, 12 noon local time.

request for proposals

Development of a Secure Information Sharing System

Wildlife Conservation Society (WCS) is seeking
for proposals from qualified ICT consultants
to provide services for the development of a
secure information sharing system to facilitate
secure sharing of information between its partner
institutions and agencies. The consultant will be
responsible for designing, developing, testing, and
installing the system. The envisaged system must
include the following features:

a. Run on a web-based virtual private network
(VPN).
b. Allows secure access by authorized users with
different access rights.
c. Allows data entry and validation.
d. Provides for sharing of files, data and other
information in a closed group.
e. Allows report generation and export to
spreadsheet and pdf.
f. Allows data sharing from different user
accounts.
g. Illustrates metrics on a dashboard.
h. Notifies users, via email, of upcoming events,
tasks, conferences, meetings.
i. Provide for secure and tracked login on
mapped personal and office devices such as
phones and laptops.

The consultant is expected to deliver a fully
functional web-based information sharing
system on a virtual private network, a training
manual, and an installed hosting server as per
WCS specifications. Detailed terms of reference
and application instructions can be accessed via
https://uganda.wcs.org/About-Us/Opportunities.aspx
under the subheading “Call for Proposals”.
Deadline for submission of proposals is 30th June
2020