



THE AIDS SUPPORT ORGANISATION (TASO UGANDA)
INTERNAL VACANCY ADVERTISEMENT
(External Candidates are also encouraged to apply)
VA No. TASO-2025-HR/01

The AIDS Support Organization (TASO Uganda), is an Organization contributing to quality health and social interventions with emphasis on HIV/AIDS, TB, Malaria, and emerging public health threats through health and community systems strengthening, research, and capacity development in Uganda and other countries. TASO requires the services of dedicated, competent, innovative and result-oriented individuals for employment on a contract basis for the post below;

Job Title (1) REF: TS/HR/PMGT/1/25: Research Ethics Committee (REC) Administrator (01)

Classification : Contract-full time
Salary: Commensurate with training and experience
Reports to : Research Manager
Duty Station : TASO Headquarters
Directly Supervises : None

Main Purpose of the Job Purpose: To assist in the proper functioning of TASO Research Ethics Committee, coordinate REC activities and provide administrative support.

Key Outputs

- REC activities coordinated, protocols reviewed and correspondences handled
- REC meetings managed
- Track of REC activities kept
- Capacities of REC members built
- REC documentation maintained

Key Duties and Responsibilities

1. Provide assistance to researchers to bring proposal into compliance with the minimum review standards (screening)
2. Respond to inquiries regarding research studies involving human subjects.
3. Analyze & send protocols to the REC members for review.
4. Prepare and send REC correspondence to Researchers regarding changes, approvals, continuations, modification and terminations.
5. Maintain computerized database on protocols submitted to TASO REC for tracking purposes.
6. Serve as ex-official member on TASO REC and be the point of contact for new research coordinators.
7. Lead scheduling of periodic REC full committee meetings.
8. Create the REC agenda, invite guests and take pertinent documents to the REC for consideration.
9. Provide secretarial work during REC meetings
10. Track educational requirements for REC members.
11. Monitor schedules for IRB research protocols on an annual basis
12. Assist in planning and conducting training sessions, workshops for researchers, REC members and appropriate TASO staff
13. Maintain documentation of REC records, minutes, and data on IRB functioning and performance.
14. Communicate research project findings and activities to collaborators, the donor and other stakeholders as appropriate.



PERSON SPECIFICATION: *Research Ethics Committee Administrator*

Minimum Academic Qualifications: Bachelors in Social Sciences, Education, SWASA, Development Studies, Community and Adult Education. Masters in Bio Ethics will be an added advantage.

Additional Training Necessary

- Research Ethics Training
- Certification in human subject protection or good clinical practice
- HIV/AIDS Counselling Certificate

Minimum Experience and Exposure: 1 year in a Research setting or, HIV Counselling or Clinical services.

Special Knowledge

- Knowledgeable with both National and International research standards and guidelines
- Knowledge of principles of ethical conduct of research with human subjects.
- Knowledge of applicable UNCST regulations related to human research subjects' protection.

Key Skills

- Superior written and oral communications skills.
- Customer facing and public relations skills.
- Can follow through assignments with minimal supervision.
- Independently prioritize work, and work under pressure to meet deadlines.
- Ability to effectively and diplomatically work with a broad range of researchers and with diversity.
- Computer knowledge of spreadsheet and word processing.
- Conducting operational research

Other Qualities/Attributes: Integrity, Empathy, Patience, Confidentiality, Ability to work under mental and physical stress.

Job Title: (2) REF: TS/HR/OPFN/1/25:		Fiscal Administrator (01)
Classification	:	Contract-full time
Salary	:	Commensurate with training and experience
Reports to	:	Centre Program Manager
Duty Station	:	TBD
Supervises	:	Cashier/ Storekeeper, Security Guards & Drivers

Main purpose of the job : To manage the support services of a TASO Unit by fulfilling administrative and fiscal requirements that include finance and accounting functions, administrative management of the centre welfare, budgetary planning, space allocation and utilization, fiscal and administrative compliance.

Key Outputs

- Compile and review budgets for the service Centre
- Obtain and utilize funds as required for the Centre's operations
- Make timely payments and financial remittances as necessary
- Reconcile, avail and update books of accounts
- Produce timely monthly, quarterly and annual financial and fleet statements and reports
- Supervise and coordinate Centre stores
- Manage as well as maintain asset and inventory at the Centre
- Manage the security of fleet and its system at the centre



Key Duties and Responsibilities

1. Mobilize Heads of Department for preliminary compilation of departmental work plans
2. Develop and consolidate the Centre budget aligned to the departmental work plans
3. Generate monthly cash flow statement and Compute personnel costs and benefits per department plus linking the departmental budgets and personnel costs to the cash flow
4. Check for proper coding of payment documents and monitor the budget ceiling
5. Compile and distribute to head of departments the approved work plan and budget for implementation, Monitor utilization of funds against the budget allocation and work plan and update the implementing departments
6. Compile monthly variance reports and provide technical support to the centre to implement activities as per the donor requirements
7. Review payment requisitions, Local Purchase Orders, payment vouchers and purchase requisition forms against approved budget, verify the completeness of supporting documents before effecting payments
8. Strengthen the financial and operational internal controls
9. Make statutory deductions and remitting them by fifteenth of the following month plus Providing certificates for WHT to suppliers and communicate in case of challenges in payments
10. Inform activity implementers of the availability of funds and ensure timely accountability
11. Update and reconcile all the cash books with Navision ledgers daily
12. Review payment receipts, deposit slips and prepare reconciliations
13. Prepare advertisements for pre-qualification of suppliers, analyze bids and draft contracts for suppliers
14. Allocate transport logistical support to staff
15. Prepare monthly and annual reports for the various TASO activities i.e. financial & administrative reports
16. Submit timely reports and centre financial needs in line with the guidelines
17. Review all expenses and incomes of the centre
18. Present financial reports to management and CAC for review and authenticity
19. Manage fleet, administrative issues and ensure security of the premises and items
20. Supervise stores activities and ensure that all items are kept in accordance with prescribed health, safety and other standards
21. Regularly review stock cards, inventory and stores reports
22. Ensure that the Stores and Pharmacy Information Management System is functional
23. Maintain up-to-date assets and inventory registers
24. Conduct periodic stock taking of all assets and inventory
25. Reconcile the centre fixed assets register with TASO Headquarters register on an annual basis
26. Ensure that all assets and inventory are engraved
27. Conduct cost analysis for all centre utilities to guide budget projections
28. Ensure that assets and inventory are disposed off as per the guidelines
29. Ensure that all assets and buildings are insured
30. Monitor the condition of fleet and ensure that they are in a desirable working condition
31. Maintain the fleet management system operational and generate computerized fleet management reports
32. Carry out monthly fuel consumption reconciliation and process fuel payments
33. Ensure that all authorized fleet drivers/riders have valid driving permits

PERSON SPECIFICATIONS: Fiscal Administrator

Minimum Academic Qualifications: 1st Degree in Accounting plus complete level II of ACCA/ CPA. Full ACCA or CPA is an added advantage.

Additional Training Necessary

- Public Administration
- Fleet management

Minimum Experience and Exposure: 2 years or more of professional work experience with responsibility for accounting, budget and financial management; developing or implementing operational policies and procedures;



administration and contract management

Special Knowledge

- Knowledge of budgeting, resource mobilization and supporting audit engagements
- Ability to interpret and follow administration and accounting policies, regulations instructions and rules
- Tax management

Key Skills

- Supervisory skills
- Organizing skills
- Hands-on-computer skills in MS Word, Excel and relevant accounting packages (including NAVISION)

Other Qualities/Attributes: Integrity, Team work, Sense of self-respect, accuracy, attention to details and Honesty.

Job Title (3) REF: TS/HR/PMG/2/25: Medical Services Technical Lead (2)

Classification	:	Contract- full time
Reports to	:	Center Program Manager
Salary	:	Commensurate with training and experience
Duty Station	:	TASO Jinja & Gulu Center of Excellence (CoE)
Directly Supervises	:	Pharmacy Technician, Laboratory Technician, Medical Officer/ QI-OR, Clinical Officer and Linkages Officer and Nurses

Main Purpose of the Job: To supervise, coordinate and administer provision of medical services at the Centre and ensure compliance at the procedures, regulations, standards and targets as you provide integrated Medical care at the centre.

Key Outputs

- Work plans and budgets for medical services developed
- Quality of service delivery ensured
- Centre management of required staffing and competencies for medical services informed
- Availability of required medical supplies and equipment at center ensured
- Clinical activities supported
- Appraisals for all medical staff conducted

Key Duties and Responsibilities

1. Develop and manage departmental work plans and budgets
2. Ensure compliance to the set TASO standards procedures and guidelines in the delivery of medical services
3. Verify and recommendation of staff medical bills
4. Ensure active implementation of quality improvement projects within the medical department
5. Participate in the development and implementation of a departmental staff capacity building plan based on assessed needs
6. Conduct staff appraisals & pick out training needs for medical staff
7. Support continuous professional education
8. Plan for timely procurement of medical equipment and supplies
9. Carry out stock taking of medical equipment and supplies on a regular basis
10. Support the Laboratory and Pharmacy teams in the management of medical supplies
11. Supervise and support heads of units in the medical department
12. Provide support to the center manager on partnerships issues related to medical activities
13. Prepare and submit periodic reports on the medical services of the center
14. Demonstrate proficiency in performing procedures and maximize patient comfort
15. Explain procedures to patients and caretakers in a language that is appropriate to their educational, developmental, and emotional status accurately



16. Conduct performance appraisals of the immediate subordinates
17. Provide input to the Human Resource Department to ensure adequate and competent staff in the medical Department

PERSON SPECIFICATION: Medical Services Technical Lead

Minimum Academic Qualifications: Bachelor's in Medicine and Surgery (MBChB)

Additional Training Necessary

- Training in Program Management
- Training in Public Health

Minimum Experience and Exposure: 4 years Post internship experience as a Medical Officer, 2 of them in HIV related work

Other Qualities/Attributes: Integrity, Emotional control, Confidentiality, Tact, Ability to work under mental and physical stress and Innovativeness

Job Title (4) REF: TS/HR/PMG/3/25: Medical Officer-QI/OR (1)	
Classification :	Contract-full time
Reports to :	Medical Services Technical Lead
Salary :	Commensurate with training and experience
Location :	TASO Mbale CoE
Directly Supervises:	None
Functionally Supports:	Clinicians and Nurses

Main Purpose of the Job: To provide medical care and health education to TASO clients and staff

Key Outputs

- Medical care provided
- Medical knowledge on HIV/AIDS, TB, malaria and all chronic disease care provided
- Health workers trained
- Technical support to nurses and clinicians provided.

Key Duties and Responsibilities

1. Provide medical care to TASO clients and staff
2. Perform clinical evaluation and management, including but not limited to history taking, physical examinations and treatment
3. Input in the drawing and implementation of Centre medical work plans and budget.
4. Conduct Case conferences and follow up on action plans for individual patients
5. Order and interpret diagnostic tests/investigations and make appropriate prescriptions.
6. Provide information to clients, aimed at reducing their vulnerability to AIDS/TB and other non-communicable diseases and infections through health education
7. Participate in Health System strengthening activities
8. Carry out training of health workers from communities and other institutions
9. Conduct Continuing Medical Education (CME) sessions
10. Give support to CDDPs on non-clinic days
11. Performs other duties as assigned
12. Chairing monthly research committee meetings at the centre
13. Identification of research questions for operations research at the centre
14. Spearheading writing of proposals for operations research at the centre
15. writing abstracts and manuscripts from operations research findings and program interventions
16. Dissemination of operations research findings during performance review meetings.
17. Occasionally work with the headquarter research team during the grants application process.



PERSON SPECIFICATIONS: *Medical Officer*

Academic Qualification: Bachelor of Medicine and Surgery (MBChB)

- Training in Clinical Management of HIV/AIDS and related conditions
- Training in Public Health
- Good Clinical Practice

Minimum Experience and Exposure: 1 year of medical service (internship period also considered)

Special Knowledge

- Clinical management of HIV/AIDS and related conditions
- Training in Principles and Practices of ART

Key Skills

- Ability to communicate medical facts to non-medical personnel
- Management skills
- Interpersonal skills
- Computer skills

Other Qualities/Attributes: Integrity, emotional control, confidentiality, team player, ability to work under mental and physical stress and innovativeness

Job Title: (4) REF: TS/HR/PMGT/4/25		: Laboratory Technician (01)
Classification	:	Contract-Full time
Salary	:	Commensurate with Training and experience
Reports to	:	Medical Services Technical Lead
Duty Station	:	TASO Jinja Center of Excellence (CoE)
Directly Supervises	:	None

Main Purpose of the Job: To administer laboratory services of the Centre, and ensure that the services are well planned for, provided with necessary resources and implemented in accordance with set policies and standards.

Key Outputs

- Laboratory services at the centre provided and managed
- Health education to TASO clients provided
- Laboratory budget drawn and implemented
- Quality control of laboratory reagents and equipment maintained
- Laboratory reagents and supplies purchased
- Safety of laboratory equipments and implement safety measures maintained

Key Duties and Responsibilities

1. Provide lab services in line with the acceptable national algorithms and standards
2. Participate in center work plans and budgets
3. Ensure timely forecasting and planning of activities and draw an up to date laboratory work schedule
4. Develop SOPS for laboratory management procedures
5. Mentor and train stand ins to develop and build their capacity
6. Manage the Laboratory quality management system
7. Prepare the patient for sampling, collect the right sample from the right patient at the right time and carry out the test procedures correctly, accurately and timely
8. Participate in EQA and IQA, monitor and interpret QC data to benefit the laboratory
9. Keep record of QC data as per procedures, fill and maintain QC logs



10. Monitor consumption by filling the stock card for each item
11. Requisition items from stores, monitor stock levels by stock taking
12. Properly and accurately use of PPE, participate in writing a safety manual, follow laboratory safety guidelines and keep record of all incidences in the laboratory
13. Ensure safe disposal of laboratory waste, maintain a clean and safe working environment and demarcate emergency exits in the Laboratory
14. Participate in laboratory improvement program in the laboratory and document all activities carried out using relevant MOH tools
15. Make periodic reports and submit to the respective Supervisors and staff

PERSON SPECIFICATIONS: Laboratory Technician

Minimum Academic Qualifications: Diploma in Medical Laboratory Technology, Registered with the Allied Health Professional council and Valid Practicing License

Additional trainings required: Biosafety and Risk Management Training, training in SLAMTA and LQMS and Training in GCLP

Minimum Experience and Exposure: Two (2) years of laboratory work experience

Special Knowledge

- Laboratory diagnosis techniques
- Basic facts about HIV/AIDS, TB, malaria and other chronic care management
- HIV/AIDS, TB, malaria Care policies and procedures

Key Skills: Laboratory Technology skills, Computer skills, Stores management skills and Counselling skills

Other Qualities/Attributes: Integrity, Confidentiality, Patience and Empathy

Job Title: (5) REF: TS/HR/PMGT/5/25: Pharmacy Technician (06)

Classification: Contract-full time

Salary: Commensurate with training and experience

Reports to: Medical Services Technical Lead

Duty Station: TASO Jinja, Mbarara, Mbale, Entebbe, Rukungiri and Gulu Center of Excellence (CoE)

Directly Supervises: Nurse Dispenser

Main Purpose of the Job: To administer pharmaceutical services at the Centre, and ensure that the service provision complies to set pharmaceutical procedures, regulations and standards.

Key Outputs

- TASO Clients provided with drugs as prescribed
- Protocols on drug use observed
- Drug stores and inventory controlled
- Periodic reports prepared and submitted

Key Duties and Responsibilities

1. Participate in planning and budgeting for the medical department
2. Dispense prescribed drugs to TASO clients and staff
3. Counsel clients and staff on drug indications/contraindications, dosage, drug interactions, and side effects
4. Enter patient and prescription order information into the pharmacy system
5. Oversee the acquisition and disbursement of drugs and medications from the center stores to the pharmacy
6. Provide technical guidance and training to Dispensers and other staff involved in giving out drugs



7. Monitor patient medication compliance and over –usage patterns
8. Collect and document information on adverse drug reactions
9. Establish and maintain good methods and manner of storage and record keeping systems to provide for safekeeping of pharmaceuticals
10. Follow established TASO policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards
11. Prepare and submit periodic reports on the pharmaceutical services of the Centre

PERSON SPECIFICATIONS: Pharmacy Technician

Minimum Academic Qualifications: Diploma in Pharmacy Technology

Additional Trainings Required:

Minimum Experience and Exposure: 3 years in a dispensing

Special Knowledge

- Knowledge of drugs and their indications, contraindications, dosing, side effects, and proper administration.
- Knowledge of patient care charts and patient histories
- Knowledge of policies and regulations pertaining to the disbursement of pharmaceutical drugs.
- Computer knowledge

Key Skills: Basic counselling skills and Communication skills

Other Qualities/Attributes: Integrity and Emotional Control

Job Title: (6) REF: TS/HR/PMGT/6/25: Community Linkages Assistant (2)

Classification: Contract, Full-time
Reporting to: Psychosocial and Community Linkages Officer
Salary: Commensurate with training and experience
Duty Station: TASO Jinja & Mbale Center of Excellence (CoE)
Directly Supervises: None
Functionally Supports: Expert Clients

Main Purpose of the Job: To provide services geared towards improving the welfare of TASO Clients and their house hold members.

Key Outputs

- Participation in developing departmental work plans and budgets done
- Clients' welfare provided and ensured
- HIV/TB, malaria and other chronic disease education and sensitization organized
- Clients' views presented to TASO management
- Technical guidance to support clients and expert clients provided
- Participation in community linkages activities at the center done

Key Duties and Responsibilities

1. Participate in the compilation of departmental annual work plans and budgets for client's activities
2. Monitor clients' waiting time while at the center and ensure clients register on clinic days, receipt and account for user fees
3. Participate in writing fundable proposals at TASO units to secure local funding to solve some client needs and link clients to support groups



4. Conduct health talks and spearhead clients' involvement in HIV/AIDS, TB, malaria and other global health security concern education and sensitization
5. Orient clients about TASO center services & procedures i.e. MIPA-GIPA guidelines and Clients' Code of Conduct
6. Attend to weak and support clients who are stranded
7. Follow up clients admitted in the wards and inform the respective Counsellors
8. Offer counseling to clients with different concerns and visit CDDPs to offer peer support counselling to clients
9. Support in establishment and maintenance of the demonstration gardens at the center
10. Conduct an assessment of the client's concerns/ views, present them at appropriate forums, and follow up client complaints and suggestions
11. Organize quarterly client council meetings and general clients meetings
12. Encourage clients to raise their concerns by utilizing various provisions such as suggestion boxes
13. Mobilize and organize targeted HTS in the community to identify HIV positives and link them for services
14. Identify clients who miss appointments and fast track those who are lost to follow to ensure that they are traced and restarted on treatment
15. Prepare and submit reports on client activities as required

PERSON SPECIFICATIONS: *Community Linkages Assistant*

Minimum Academic Qualifications: Degree in SWASA, Education, Social Sciences, Arts or Development Studies.

Additional Training Necessary: Certificate in HIV/AIDS Counselling & Certificate in Child and Adolescent Counselling

Minimum Experience and Exposure: 2 years' experience in HIV/AIDS support work. **Ability to communicate in the local dialects and, knowledge of the area / project scope is a MUST.**

Special Knowledge Required: Rights of PLWHAs and Basic facts on HIV/AIDS Care

Key Skills: Communication Skills, Customer Care, Computer Skills and Interpersonal Skills.

Other Qualities/Attributes: Integrity, Empathy, Patience, Confidentiality and Ability to work under mental and physical stress.

Job Title: (7): REF:TS/HR/PMGT/7/25: Locum Laboratory Assistant (03)

Classification : Contract-full time
Reports to : Laboratory Technician
Salary : Commensurate with training and experience
Duty Station : TASO Rukungiri, Mbarara and Tororo CoEs
Directly Supervises: None

Main Purpose of the Job: To carry out basic Laboratory tests to aid in diagnosis of communicable and non-communicable diseases according to standard laboratory procedures, and support medical and counselling teams understand and utilize laboratory services at the TASO Centres of Excellence.

Key Outputs

- Basic laboratory tests conducted at the centre
- Submission of quality laboratory activity reports on time
- Reagents and Supplies managed
- Laboratory results Documented and submitted to Clinicians

Key Duties and Responsibilities

1. Prepare Laboratory reagents, stains for routine investigations.
2. Carry out basic Laboratory investigations and submit reports to clinicians



3. Manage and account for resources in the laboratory
4. Participating in quality assurance for the Laboratory.
5. Following safety measures against hazards.
6. Maintain work area and Equipment
7. Compiling and submitting reports
8. Adhering professional code of Ethics and Conduct
9. Participate in CMEs on relevant topics for laboratory service utilization at the centre
10. Participating in proficiency testing and quality control programs.
11. Promote the vision, mission and values of TASO as expressed in the policies, regulations and guidelines of the Organisation.
12. Any other duty assigned by the Immediate supervisor

PERSON SPECIFICATIONS: *Laboratory Assistant*

Minimum Academic Qualifications

- Must have a Certificate in Medical Laboratory Techniques or its equivalent from a recognized institution
- Registered with the Allied Health Professional council and Valid Practicing License

Additional Training Necessary: Training in GCLP

Minimum Experience and Exposure: At least 2 years' experience in Laboratory Practice with training in Good Clinical Laboratory Practice (GCLP)

Other Qualities/Attributes: Knowledge in Computer Applications, Ability to interpret Routine Laboratory test results and Good Communication Skills.

Job Title: (8) REF: TS/HR/OPSP/1/25: : Human Resources and Administration Assistant (2)

Classification : Contract- full time

Reports to : Centre Program Manager

Salary : Commensurate with training and experience

Duty Station : TASO Jinja and Gulu Center of Excellence (CoE)

Directly Supervises: None

Main Purpose of the Job: To support all Centre HR and Operations in liaison with the Centre Program Manager. He / She will administer human resource aspects and support office and operations Management of Center. As and HR & Administration Assistant, you will support the Human Resources Department by managing employee records, assisting with recruitment and onboarding, coordination meetings and schedules, and ensuring compliance with HR policies and procedures.

Key Outputs

- HR coordination support to the centre
- Administrative support to centre program provided
- Logistical Support to programs provided
- Secretarial services to the centre provided
- Centre meetings effectively managed
- Advocacy networking activities for the center carried out and center events managed
- Public relations activities for the centre conducted
- Advocacy systems maintained

Key Duties and Responsibilities



1. Maintain and update employee records, including new hires, exits and time-off information, ensuring accuracy in HR databases
2. Manage the onboarding process for new employees, providing necessary information packets, company policies, and benefits information
3. Provide general administrative support to the centre team, including scheduling meetings, managing calendars, and maintaining files and documents
4. Provide logistical support to the centre program manager's office
5. Work as a secretary to the centre program manager's office, all centre meetings and File all relevant centre and advocacy documents.
6. Maintain up to date Subscription membership list
7. Serve as a point of contact for employees, answering their questions about HR policies, benefits, and procedures
8. Solicit articles for the TASO website and media
9. Organise for exhibitions at public events that promote TASO's mission and image
10. Oversee the hospitality for potential visitors and take lead in receiving and attending to visitors at the centre
11. Maintain a good front office appearance, deal with queries from the public and customers and, maintain appointment schedule for the centre program manager.
12. Compile clients and partners' public relations issues and present them to the centre program manager's action.
13. Help prepare various HR reports, such as those on employee performance, benefits or departmental activities.
14. Effectively participate and support the management of centre events eg, AGM, and other related events and, document all centre advocacy activities
15. Develop, Manage and disseminate public relations materials and protection of TASO's image
16. Support the centre program manager in developing and implementing effective resource mobilization strategies
17. Ensure health, safety and security in your area of operation

PERSON SPECIFICATION: Human Resource Assistant

Minimum Academic Qualifications: Bachelor's in Human Resource Management, Social Sciences, Arts or business studies, or a related field is required.

Additional trainings: Training in Customer care, Administrative law, computer applications and Training in Human Management, if not part of educational qualification

Minimum Experience and Exposure: Two (3) years in administrative or HR-related roles is preferred with procurement and supply chain management experience and in a health related busy office.

Special Knowledge: Good knowledge of business English

Key Skills: Public relations/interpersonal skills, Short-hand skills, Communication skills, Computer skills, Negotiation skills, Organization skills

Other Qualities/Attributes: Integrity, Confidentiality, Assertiveness

Job Title: (9) REF: TS/HR/OPFN/2/25: Accounts /Stores Assistant (01)

Classification: Contract, Full-time
Salary: Commensurate with training and experience
Reporting to: Fiscal Administrator
Duty Station: TASO Gulu Center of Excellence (CoE)
Directly Supervises: None

Main Purpose of the Job: To ensure effective management of cash and other cash equivalent at the Service Centre; receive, issue and take custody of all store items as required.

Key Outputs



- Cash and cheques due to TASO received and paid out
- Safe custody of cash, cheques and other valuables ensured
- Cash books updated
- Store items received and issued
- Up to date stock cards and perpetual inventory maintained
- Items kept in store in accordance with set standards
- Report on stores situation and payment transactions

Key Duties and Responsibilities

1. Receive all cash and cheques to the Service Centre
2. Make payments of approved cash requisitions and cheques
3. Make prompt banking for cash and cheques
4. Keep safe all cash, cheques and other valuables
5. Take stock of cash and other valuables periodically
6. Maintain financial records and carry out prompt filing
7. Keep petty cash books up to date
8. Keep appropriate petty cash levels
9. Check all items brought into the store and receive them
10. Issue items out of store against properly authorized requisitions
11. Regularly update all stock cards and perpetual inventory
12. Provide input in maintaining required stock levels
13. Keep items in the store in accordance with prescribed health, safety and other standards
14. Ensure cleanliness and neatness of stores
15. Maintain adequate security in the stores
16. Conduct stock taking of stores items on a monthly and quarterly
17. Develop payment transaction reports on a monthly, quarterly and annual basis
18. Prepare store reports on a monthly, quarterly and annual basis
19. Ensure health, safety, and security in your area of operation
20. Promote the vision, mission and the values of TASO as expressed in the policies, regulations & guidelines of the Organisation.
21. Any other duty assigned by the Immediate supervisor

PERSON SPECIFICATIONS: Accounts Assistant

Minimum Academic Qualifications: Diploma in Accounting, preferably UDBS, Diploma in Accounting & Finance, Accounting Technicians Diploma (ATD) or completed level I of ACCA or CPA.

Additional Training: Training in Purchasing and Supply or Stores Management

Minimum Experience and Exposure: 2 years in a busy Cash Office, store or yard

Special Knowledge

- Management of cash and cheques receipts and payments
- Knowledge of cash-handling regulations
- Secure filing of accounting records
- Purchasing and Supply knowledge
- Stores Management
- Knowledge of storage requirements for the specific items stored.



Key Skills

- Book keeping skills
- Interpersonal skills
- Communication skills
- Records management skills
- Hands-on-computer skills

Other Qualities/Attributes: Highest level of honesty and integrity, Appropriate degree of assertiveness, Speed and accuracy, result and Good Communication Skills.

Application Procedure

Only qualified candidates who meet all the above requirements are invited to submit their resume, copies of **certified** academic certificates, testimonials and three referees, two of which should be professional referees including their telephone and email contacts.

All interested Candidates **MUST** fully fill the TASO Online Job Application Form, scan and **MUST** save all the relevant documents in one folder and forward online application with the relevant credentials to:

<https://www.cognitoforms.com/TASO1/TASOApplicationForm-Onlineform>

Please visit the TASO Website at www.tasouganda.org to access the detailed job advert. **Also note that only applications received online shall be considered.**

Posting Date: 13th November 2025

Closing Date: 26th November 2025 at 5:30pm

TASO has a Zero tolerance for Fraud, Sexual Exploitation, Sexual Abuse, and Sexual Harassment. For any case of suspected fraud, data fraud, sexual exploitation, sexual abuse, and sexual harassment, please contact; compliance@tasouganda.org or fraudalert@tasouganda.org or pseahalert@tasouganda.org, or call TOLL FREE LINE 0800 200 081

While TASO appreciates all the interested applicants, only shortlisted candidates will be contacted for interviews. In case you do not hear from TASO Uganda One (01) month after the closing date, please consider yourself unsuccessful.

****Please note that any form of canvassing will lead to automatic disqualification*.***

