

JOB DESCRIPTION

Position 1: Development Officer

Reports to: Development & Partner Relations (DPR) Manager

LOCATION: ROTOM Head Office, Mukono, Uganda.

Personal Specifications:

- **Academic Qualifications:** Bachelor's Degree in Marketing, Advertising, Communication or any related discipline.
- **Age:** 25-35 years
- **Character:** A Christ honoring life marked by prayer, bible study, spiritual and emotional maturity. Unquestionable integrity specifically in areas of relationships, time management and handling finances. A woman/man with a spirit of submission, eagerness, flexibility, a teachable spirit and a sense of humor! Ability to keep confidentiality.
- **Competency:** Excellent verbal and written communication skills; solid people skills; High organizational skills and forward thinking in terms of planning; exemplifies sound discretion and confidentiality in decision making and interpersonal interactions; effectively communicates with and relates to people of different cultures; a team player; creativity; able to effectively multitask projects and tasks; comfortable in interdenominational settings; takes personal initiative in learning; expert-level knowledge of fundraising best practices across multiple audiences; event planning experience; strives for excellence in all work duties.
- **Convictions:** In full agreement with and champions the vision, mission, statement of faith and values of ROTOM. Will uphold and champion the rights of the vulnerable older persons and children under their care.

Relevant Work Experience

- Minimum of 2 years demonstrated working experience with NGOs Program Management, Marketing & Communication, Fundraising & Public Relations or any related field.
- Knowledge and experience in proposal writing and grant application
- Knowledge of relevant Marketing software, digital storytelling, photography & videography.
- Understanding and appreciation of different cultures is an added advantage.

Function:

- Support the DPR Manager in Resource Mobilization especially for ROTOM Uganda.
- Support the DPR Manager to maintain Healthy Relations with ROTOM Uganda Friends and Partners.
- Support the DPR Manager to Promote and Maintain the ROTOM Brand, Identity and Image.

Major Responsibilities/Accountabilities

- Develop a marketing communications plan including strategy, goals, budget and tactics.
- Searching for, writing and submitting grant applications/proposals
- Building and growing support base for ROTOM especially in Uganda
- Leverage existing ROTOM Uganda partnerships and cultivate new contacts to engage and commit to supporting ROTOM (Financially & In-kind); raising awareness of ROTOM's work.
- Researching/Spotting fundraising opportunities and writing grant applications to potential donors.
- Preparing & delivering presentations as assigned by the DPR Manager
- Managing information and recording the profile and fundraising activities of donors.
- Assist with developing and organizing ROTOM fundraising campaigns and events.
- Support the DPR Manager to Prepare/Create ROTOM content/materials for publications such as newsletters, social media stories, photos, videos among other publications.
- Monitor, analyze and communicate fundraising results on a monthly basis.
- Any other duty assigned by the DPR Manager.

Position 2: Accounts Officer

Reports to: Finance and administration manager

LOCATION: ROTOM Head Office, Mukono, Uganda.

Function/Major Responsibilities:

- To implement ROTOM Accounting and Financial Management Policies

Person Specifications, Qualifications and experience

- Spiritual: Committed /Born again Christian
- 22 years and above.
- Professional qualification in Accounts or Commerce/ Business Administration with Accounting as a specialization.
- Experience in management of multi donor funds/accounts added advantage.
- Ability to speak, write and read English fluently.

Key Responsibilities:

- Maintaining books of accounts necessary to give true and fair state of ROTOM Uganda financial affairs.
- Support all ROTOM staff members involved with management and handling of funds and other resources disbursed to them by ROTOM and ensure they are put to proper and agreed use.
- Prepare regular reports about the financial state of ROTOM in accordance with International Financial Reporting Standards (IFRS).
- Produce timely, accurate and detailed reports and schedules reflecting all incomes and donations to ROTOM. Prepare fund transfers to partner accounts
- Prepare monthly bank reconciliations.

- Check requests to ensure availability of funds before approval.
- Check and post accountabilities before preparation of quarter reports.
- Manage the store, stock and inventory register.
- Prepare monthly staff payrolls
- Check cheque payment vouchers