



## LOCAL GOVERNMENT FINANCE COMMISSION

### EXTERNAL ADVERTISEMENT

Local Government Finance Commission, established under Article 194 of the Constitution of the Republic of Uganda and mandated to advise the President on all matters concerning the distribution of revenue between the Government and local governments and the allocation to each local government of monies out of the Consolidated Fund among others.

Applications are hereby invited from suitably qualified Ugandans to fill the following vacant positions on the LGFC structure. The job advertisement can also be accessed on the LGFC website: [www.lgfc.go.ug](http://www.lgfc.go.ug)

The interested applicants should submit hard copies of the application in triplicate specifying the position with a detailed curriculum vitae, cover letter, photocopies of academic certificates, and testimonials or may submit applications through LGFC Email: [lgfc@lgfc.go.ug](mailto:lgfc@lgfc.go.ug)

Application should be submitted to the **Secretary, Local Government Finance Commission, Workers House, 10<sup>th</sup> Floor, Northern Wing** to be received not later than **5.00 pm Friday 5<sup>th</sup> June 2026**

#### 1. Reference: LGFC/PHRO/2026

**Job Title:** Principal Human Resource Officer

**Salary Scale:** LGF-4

**Age:** 35-45 Years

**Terms of appointment:** 4 years contract renewable

**Reports to:** Deputy Secretary/Director Finance and Administration

#### **Job Purpose:**

To coordinate, manage and implement policies, plans and programmes for effective execution of the administration and human resources functions in the Local Government Finance Commission.

## **Key Functions**

- (1) Provide technical advice and guidance to the Management of the LGFC on matters of human resources management and development, in terms of policies, regulations, practices and procedures and disciplinary code;
- (2) Deploy staff of the LGFC within Departments, Divisions, Sections and Units to meet their manpower needs;
- (3) Oversee and coordinate the needs assessment for Human Resource Development in the LGFC and develop appropriate human resource development interventions;
- (4) Coordinate implementation of periodic Performance Review and Appraisal System (OPRAS) in the LGFC;
- (5) Provide relevant information and data support and up-date records on various Human Resources in the LGFC;
- (6) Coordinate the assessment of Human Resource Development needs for the LGFC and organize training and other human resource development programmes/interventions;
- (7) Interpret and disseminate regulations concerning human resource including standing orders and other staff regulations as approved by the Commission;
- (8) Coordinate implementation of periodic Performance Review and Appraisal System (OPRAS) in the LGFC;
- (9) Maintain an up-to-date filing system and ensure proper disposal of records of the LGFC in accordance with the retention and disposal schedules.
- (10) Facilitate general custodian services to include maintenance of office equipment, buildings and grounds for the LGFC;

## **PERSONAL SPECIFICATIONS**

### **(a) Qualifications**

- (i) A Bachelor's Degree in Administration, Management Science, Social Sciences, Human Resource, Commerce, Social Work and Social Administration, Business Administration or Development Studies from a recognized Institution;
- (ii) A Master's Degree in Human Resource Management, Public Administration, Business Administration or Management from a recognized Institution

### **(b) Experience**

At least six (6) years working experience in human resource and administration in a government or reputable organization, three (3) of which must have been at Senior Level;

### **(c) Competencies**

#### **(i) Technical**

- Ability to analyze issues;
- Administrative and management Skills;
- Planning organizing and budgeting skills;
- Accountability
- Report writing and Presentation Skills.
- Computer literate;

**(i) Behavioral**

- Innovative
- Effective communication
- Time Management
- Interpersonal skills
- Ethics and Integrity
- Ability to mentor juniors

**2. Reference: LGFC/SA /2026**

**Job Title: Senior Accountant**

**Salary scale: LGF-5**

**Entry Age 30- 45 Years**

**Reports to: Principal Accountant**

**Directly Supervises:**

- **Accountant**

**Job Purpose :**

To support financial management in line with PFM Act 2015 and other Financial Regulations

**Key Functions**

**The incumbent will be responsible to the Principal Accountant for performing the following duties: -**

- Verifying completeness of payment requisitions, justification and documentation of financial transactions;
- Supervising periodic reconciliations of ledgers and cashbooks to account statements; non-tax revenue to URA provisional returns and providing advice on appropriate actions;
- Producing routine financial management information and drafting periodic financial statements and reports for Management use;
- Preparing draft periodic statements and reports for compilation of final accounts;
- Coordinating preparation of draft responses to audit activities or queries and oversight issues;
- Preparing warrants for LGFC;
- Verify expenditures before payments are made
- Prepare receipts for LPOs
- Any other duties that may be assigned from time to time.

## PERSONAL SPECIFICATIONS

### (a) Qualifications

#### EITHER

- (i) An Honors Bachelor's Degree in either Commerce (Accounting option) or Business Administration Accounting option) or Business Studies (Accounting option) or Finance and Accounting plus full professional qualification in ACCA or CPA

#### OR

- (ii) Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU;  
A Plus a minimum of a Post graduate qualification in Financial Management or Business Administration from a recognized Institution

### b) Working Experience

Applicants should have a minimum of three (3) years relevant working experience at the level of Accountant in Government.

### c) Competencies

#### (i) Technical

- Must have knowledge on Public Sector Financial Accounting
- Understand Integrated Financial Management System
- Understand Public Finance Management Act 2015 and other regulations
- Must have knowledge budgeting and expenditure control
- Computer literate

#### (ii) Behavioral

- Team Player
- Effective communication
- Strong interpersonal skills
- Ethics and Integrity
- Time Management
- Concerns for standards

Issued by:



Adam Babale  
COMMISSION SECRETARY

Date: .....22/05/2026.....