1. **Job title**: Director of Finance and Administration (DFA)

 **Organization**: Lotteries and Gaming Regulatory Board (LGRB)

 **Reports to**: Chief Executive Officer (CEO)

**Job Summary**: The Director of Finance and Administration (DFA) will be responsible for the Finance and Administration Directorate and will report to the Chief Executive Officer (CEO) of the Board. The Director will be responsible for developing and implementing appropriate systems for the management of the Board Finances, Accounts, Procurement, Human Resource, Administration and Estates. He/She shall support strategic decision making and operations of the Board.

**Key Duties and Responsibilities**

* In charge of initiating and budgeting for the activities of the Finance and Administration Directorate.
* Take lead in the Finance and Accounting function in the Board.
* Ensure appropriate maintenance and management of the Board records, information and registries.
* Responsible for developing and implementing appropriate financial systems, policies, procedures and practices for the Board in line with the Public Finance Management Act and any other relevant laws.
* Responsible for the preparation and monitoring of the Board’s budget, financial statements and any related documents together with communicating financial statements of the Board.
* Actively participate in the preparation and implementation of strategic business plans and goals for the Board.
* Responsible for the Human Resource Management of the Board.
* Ensure efficient procurement and disposal function of the Board and in particular, ensure establishment of a functioning contracts committee and a procurement and disposal unit in accordance with the Laws of Uganda.
* Responsible for the administrative and operational functions of the Board ensuring that they are undertaken in an efficient and effective manner.
* Perform any other duties assigned by the CEO.

**Qualifications, Skills and Experience**

* The applicant for the Boards Director of Finance and Administration (DFA) career opportunity must hold a Master’s degree in Finance or Business Administration majoring in Accounting from an internationally recognized University.
* A Bachelor’s degree (Hons) in Finance, Commence or Business Administration from an internationally recognized institution.
* Professional qualification in ACCA or CPA or equivalent
* At least seven years relevant working experience, five of which should have been in a Senior Management Level of a reputable, busy and organized institution.
* Previous experience in working in a leadership role in an organization/business unit/project with diverse professionals
* Experience in Government budgets and financial systems are a must.
* Good knowledge of the policies, financial and administrative procedures and legislations relevant to Uganda Government Financial Sector.
* Experience in Government Information Management Systems is a must
* Highly innovative and with a proven high level of integrity
* Ability to work independently and in a team
* Proven track record of outstanding performance
* Excellent interpersonal and communication skills
* Possess good administrative and negation skills
* Good track record of training and mentoring others
* Excellent analytical skills
* Computer literacy skills

**2. Job Title**: Director Legal and Board Affairs

**Organization**: Lotteries and Gaming Regulatory Board (LGRB)

**Reports to:** Chief Executive Officer

**Job summary:** The Director Legal and Board Affairs will be responsible for the Legal and Board Affairs Directorate and will report to the Chief Executive Officer of the Board. He/she will be responsible for planning and managing the legal and corporate affairs of the Board and responsible for representation of the Board in courts of law. The jobholder will be responsible for ensuring that all decisions made by the Board are legally grounded as well as providing preventive and proactive legal counsel to the Board. He/she will be responsible for providing the necessary support in the coordination of policy and Board affairs.

**Key Duties and Responsibilities:**

* In charge of initiating and budgeting for the activities of the Legal and Board Affairs Directorate.
* Manage all legal and regulatory requirements of the Board and provide legal and contractual advice to all sections of the Board including legal interpretation of policies and regulatory provisions.
* Guide the CEO on corporate governance issues and compliance with statutory and regulatory requirements.
* Ensure the provision of legal defense for the Board on all prosecutions and/or suits related to the Board, its operations and business in courts of law and arbitrations.
* Actively participate and advise on contracts and other legal documents of the Board and those submitted by the operators.
* Ensure the initiation, movement and delivery of a corporate communications strategy to develop the Board’s reputation, brand and relationship, ensuring clear identity and high levels of goodwill and understanding amongst the various stakeholder groups and wider audiences.
* Support the communications function of the office of the Chief Executive Officer.
* Assist the Chief Executive Officer in coordinating policy matters
* Support the Chief Executive Officer in ensuring the Boards adequate participation in the formulation of relevant laws and regulations
* Take Board minutes in board meetings.
* Perform any other duties assigned by the Chief Executive Officer.

**Qualifications, skills and experience**

* The applicant for the LGRB Director Legal and Board Affairs job opportunity must hold a Master’s degree in Law from an internationally recognized University..
* Possession of a Bachelor’s degree (Hons) in Law from an internationally recognized institution.
* A Postgraduate diploma in legal practice from the Law Development Centre (LDC).
* The applicant should be enrolled as an advocate with a valid practicing certificate and can appear before the High Court.
* At least seven year’s relevant working experience, five of which should have been in a Senior Management Level of a reputable, busy and highly organized institution.
* Broad knowledge of legal and regulatory provisions of the Ugandan law and international law.
* Previous experience in contractual dispute resolution or representation in arbitration proceedings
* Member of the Uganda Law Society
* Any additional internationally recognized relevant professional qualification or membership of an internationally recognized professional body in the areas of law or Corporate affairs.
* Innovation and with a proven high level of integrity
* Ability to work independently and in a team
* Proven track record of outstanding performance
* Excellent interpersonal and communication skills
* Possess good administrative and negation sills
* Track record of training and mentoring others
* Excellent analytical skills
* Proficiency in relevant computer packages

**3. Job Title: Manager, Internal Audit**

**Organization**: Lotteries and Gaming Regulatory Board (LGRB)

**Reports to:** Board and Chief Executive Officer

**Job Summary:** TheManager Internal Audit will provide an independent appraisal function within Lotteries and Gaming Regulatory Board (LGRB) for the continuous review and evaluation of the adequacy and effectiveness of internal controls through ensuring:

**Key Duties and Responsibilities:**

* Compliance with corporate objectives policies, plans and procedures
* Compliance with external legislation and regulation
* The reliability and integrity of financial management information and other controls
* Controls which ensue that risks are effectively managed and that LGRB assets and interests are properly accounted for and safeguarded from losses arising through any reason including frauds, and
* Value for money is obtained across all activities.
* Develop and direct comprehensive programmes of Audit assignments covering internal controls, risk management processes, regulatory compliance, reliability of financial and management accounts and investigation s of sensitive and fraud related issues.
* Maintain a continuous and effective working relationship with the Board, Chief Executive Officer and Management.
* Develop comprehensive strategic and annual audit plans covering all the functions of the Company based on the risk assessment programmes
* Develop and review policies, procedures and audit programmes that help to guide the LGRB Staff.
* Advise Management on the programme of selecting appropriate human resources for Internal Audit in consideration of all technical aspects of the LGRB and manage all other company resources within the department.
* Advise Management on new developments that affect controls and provide solutions in a proactive manner, including reviewing policies and procedures to ensure that they provide for adequate and efficient internal controls to mitigate associated risks.
* Assist the Company individual functions in developing their own risk management programmes including identification of risks inherent to LGRB business and technology systems that support company business with current and major issues relating to improvement of internal controls, governance and risk management processes within the Company.
* Keep the Board and Chief Executive Officer informed of the results of the Audits, significant risks associated with LGRB.
* And to carry out any other duties as may be assigned from time to time.

**Qualifications, Skills and Experience**

The applicant should have the following essential requirements:

* A Bachelors (Hons) Degree or its equivalent from a reputable University.
* A professional Accounting/Auditing qualification such as ACCA, CPA (U), CPA(K).
* Knowledge of Microsoft Packages
* Membership to the Institute of Internal Auditors of Uganda
* Knowledge and experience of key computer Audit packages such as ACI, IDEAs etc. will be an added advantage
* Minimum 5 years of auditing/accounting experience, 3 years of which as Head of Division/section.
* Proven good management and interpersonal skills
* Highly motivated, innovative and a committed team player.

**4. Manager, Information Technology**

**Organization**: Lotteries and Gaming Regulatory Board (LGRB)

**Reports to:** Director Finance and Administration

**Job Summary:** Manager Information Technology will be responsible for policy direction on IT systems use and advise on all IT related issues; carry out systems design analysis, design and programme specification in liaison with users, develop, implement and maintain system, ensure adherence to established IT standards, develop mechanisms and linkages for accessing modern technological information for application in the Board.

**Key Duties and Responsibilities:**

* Advising the Board on all IT related issues:
* Provision of strategic direction, policy development, management and administration IT initiatives.
* Ensuring development, implementation, reviewing of IT strategies
* Liaising with other heads of departments on IT needs
* Coordinating the Central Monitoring System
* Fostering innovation and supporting IT management systems
* Identifying IT gaps and developing proposals to mobilize resources
* Ensuring availability, security, confidentiality and integrity of information, IT systems and infrastructure
* Developing and initiating linkages with relevant institutions on IT related issues
* Interpreting all IT regulations, policy and guidelines
* Preparing and presenting IT work plans and budgets
* Ensuring reliable, secure and cost-effective LAN, WAN, Internet and communications solutions for users

**Qualifications, Skills and Experience**

The applicant should have the following essential requirements:

* A master’s degree in computer science/information communication technology
* Bachelor’s degree in computer science/information communication technology
* At least (7) year’s relevant work experience (5) of which must be in a Senior Management level.
* A professional certificate in System Administration, software development, computer networking (CISCO Network Associate/Professional), MCSE,MCP,MCSA or any other relevant IT professional qualification.
* Member of a relevant professional body
* Leadership skills, high ethical standards and integrity
* Good interpersonal and communication skills

**5. Job Title: Procurement Officer**

**Organization**: Lotteries and Gaming Regulatory Board (LGRB)

**Reports to:** Manager, Finance and Administration

**Job Summary:** The Procurement Officer will be responsible for all procurement activities undertaken as part of the Procurement Strategy implementation in the Organisation

**Key Duties and Responsibilities:**

* Carry out the day-day procurement duties of the Organisation and other funded activities as directed by the Board
* Coordinate all procurement functions for the Organisation in line with the Rules and Procedure for Procurement of the Organisation.
* Ensure timely submission of all Organisation procurement plans requiring review and approval by the Board.
* In consultation with different departments, prepare procurement plans and bidding documents for acquisition of goods, works and services.
* Ensure the Organisation’s guidelines are followed in all the different procurement stages including ensuring that the required “no objections” are obtained where prior review of the documents is required during the procurement process;
* In liaison with the procurement unit, participate and provide procurement guidance during the evaluation of bids
* Participate in contract negotiation (for consultancies) and technical discussions (for goods and works) and procurement guidance
* Contribute to the preparation of the Organisation’s Quarterly Progress Reports.
* Provide procurement guidance in the preparation of draft contract agreements and ensure that they are forwarded to the Board and organize the contract signing after the Board’s clearance.
* Ensure the Organisations’ procurement records are well kept and maintained for completeness and safety
* Undertake verification of goods/supplies and preparation of payment certificates for goods, supplies and services except those related to civil works;
* Maintain the Organisation Assets Register in collaboration with the Accountant;
* Perform any other duties assigned by the Organisation top management

**Qualifications**

The applicant should have the following essential requirements:

* Bachelors’ Degree in Procurement or Supply Chain Management, Economics or its equivalent from a recognised university.
* Professional Qualification like Professional Diploma CIPS, NEVI or its equivalent
* Membership of the Institute of Procurement Professionals of Uganda (IPPU) is a must.
* At least three years of practical experience in public procurement management or related duties in a busy public or private organisation.
* Experience in Government procurement is a must.
* Proven experience in managing contracts in works, supply of goods and consultancy services and procurement planning is an essential requirement.
* High level of interpersonal and management skills and ability to works with teams at all levels with evidence of training in leadership and management skills is added advantage.
* Computer literate in the use of basic standard software such as Microsoft Office.
* High level of integrity and governance.

**How to Apply:**

All suitably qualified and interested candidates to provide copies of certified academic and professional qualifications should be addressed and submitted in triplicate to the following address:

**The Chief Executive Officer**

**Lotteries and Gaming Regulatory Board**

**4th Floor, Communications House**

**Plot 1.Colville Street,**

**P.O.Box5446
Kampala. Uganda**

Applications can either be hand delivered, mailed or sent by courier. Applications by mail or courier must reach before the deadline date. Two professional referees must be named and their physical addresses, telephone number and email.

Due diligence shall be carried out on all staff found fit for the positions.

**The closing date for applications is 17th March 2017 at 5:00pm**