



JOB OPPORTUNITIES

Watoto Church Ministries and Community Care has experienced exponential growth in the past couple of years composed of multiple Celebration Centres (Campuses) and diverse Community care initiatives that include; Child Care, Community and Neighbourhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

Watoto is seeking to recruit for the following positions for immediate hire;

1. Operations Team Leader
2. Planning & Projects Management Team Leader
3. Human Resources Team Leader
4. Maintenance Team Leader
5. Planning, M&E Team Leader
6. Accountant, Treasury
7. Accountant, Shared Services
8. Accountant Watoto Ministries
9. Finance Officer
10. Human Resources Officer, Recruitment, Learning and Development
11. Human Resources Officer

1. Operations Team Leader

Role Summary: The role of the Operations Team Leader is to provide strategic leadership, oversight and support to effective and efficient administrative processes that facilitate the achievement of Watoto's vision and mission. This is a senior management position that contributes to the development of Watoto's corporate strategy and leads the design and formulation of administrative policies and procedures and day to day operations for effective service delivery. The Operations Team Leader supervises the following department Team leaders: Human resources management, Information Technology, Procurement, Legal, Facilities maintenance and Assets management.

Reports to: Associate Team Leader

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Master's Degree in Business Administration (MBA), Master's in Economics, Management or a related Master's Degree
- 10 years or more working experience in a large organization in a similar role
- Computer literacy in MS office, MS project and database management

2. Planning and Projects Management Team Leader

Role summary: To provide strategic leadership in the development of Watoto Ministry strategies, plans and ensure effective management of projects through well streamlined processes. This is a senior management position responsible for development of strategies and policies, development of strategic and operational plans and ensures all projects are developed through a rigorous research and development processes, carefully planned, managed and monitored to achieve the desired results. The Planning and Projects management team leader supervises the Planning, M& E, Research, Development and Innovation and Projects Team Leaders.

Reports to: Associate Team Leader

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Master's Degree in Economics, Planning, Management, Engineering
- 10 years or more working experience in a large organization in a similar role
- Computer literacy in MS office, MS project and database management

3. Human Resources Team Leader

Role summary: The role of the HR Team Leader is to provide strategic Leadership to Watoto Ministries' human resources, and ensure the Ministry retains a qualified, competent and committed team of staff. This is a management position responsible for the development of policy and strategy; overseeing Human Resource Planning, Recruitment and development, salary and benefits administration, Performance management and employee relations and health and safety. The Human Resources Team Leader is responsible for providing oversight to all human resources activities and directly supervises Senior Human Resources Officer – Recruitment, Learning and Development; and Senior Human Resources Officer, Performance management and Employee relations.

Reports to: Operations Team Leader

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Master's Degree in, Human Resources Management, Business Administration, Psychology or related Degree, with post graduate qualification in Human Resource Management.
- Minimum of 7 years years experience in management of a large organization at a senior management level
- Trained Trainer
- Membership in a professional body

- Conversant with MS office, eHR, Database management and Management information system

4. Maintenance Team Leader

Role summary: The Maintenance Team Leader provides strategic leadership to the maintenance of Watoto's facilities and ensures the facilities are safe, secure and well maintained per the established standards. This is a management position responsible for development of appropriate policies and strategy, routine maintenance of the facilities and oversees projects that are undertaken at the Watoto facilities. The Team Leader supervises three Maintenance Supervisors who are based at different locations.

Reports to: Operations Team Leader

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Higher Diploma in Civil Engineering or Electro-mechanical Engineering or similar relevant discipline
- At least 5 years working experience in a large organization, at a senior management level
- Professional qualification or membership
- Computer literacy in MS office and database management

5. Planning, M&E Team Leader

Role summary: To provide strategic leadership in development of strategic and operational action plans, monitoring and evaluation to reach the desired objectives of Watoto Ministry. This is a management position and is responsible for policy and strategy development and provides guidance in the effective management, monitoring and evaluation of strategies and plans. This position supervises the Senior planning, Senior monitoring and evaluation officers.

Reports to: Planning & Projects Management Team Leader

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Master's Degree in Economics, Planning, Management, Development Studies
- At least 5 years of working experience in a large organization in a similar role
- Computer literacy in MS office and database management

6. Accountant Treasury

Role summary: The Accountant Treasury Management is responsible for leading and guiding the Treasury management activities for Watoto Ministries, ensuring there are policies and strategies in place. The Accountant manages the liquidity of Watoto Ministries, reviews, analyses and forecasts cash projection for effective cash management among others.

Reports to: Chief Finance Officer

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Bachelor's degree in Commerce, Accounting, Business Administration or a related field
- At least 4-5 years in a similar position
- Professional Qualification in ACCA, CPA or CIMA
- Knowledge of an accounting system, experience in any Accounting Software Good knowledge of Microsoft Office Applications

7. Accountant Shared Services

Role summary: The Accountant carries out accountancy operations in a professional manner by ensuring accurate financial transactions. This position supervises Finance officers responsible for Bank Reconciliations, Payroll & Records, Inter-company Transactions and Accountabilities.

Reports to: Budgeting and Reporting Team Leader

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Bachelor's degree in Commerce, Accounting, Business Administration or a related field
- At least 4-5 years in a similar position
- Professional Qualification in ACCA, CPA or CIMA
- Knowledge of an accounting system, knowledge of Solomon is an advantage
- Good knowledge of Microsoft Office Applications

8. Accountant Watoto Ministries

Role summary: The Accountant carries out accountancy operations in a professional manner by ensuring accurate financial transactions. This position is responsible for the financial operations and management accounts of one of the entities in the Group. This position supervises Finance officers who account for the receivables and payables of the entity.

Reports to: Finance Operations Team Leader

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Bachelor's degree in Commerce, Accounting, Business Administration or a related field
- At least 4-5 years in a similar position
- Professional Qualification in ACCA, CPA or CIMA
- Knowledge of an accounting system, knowledge of Solomon is an advantage
- Good knowledge of Microsoft Office Applications

9. Finance Officer

Role summary: The Finance Officer is responsible for processing and accounting for payables, receivables, accruals and prepayments made by one of the entities in the Watoto Ministries Group. The position is also responsible for supporting the development of management reports.

Reports to: Accountant Watoto Ministries

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Bachelor's degree in Commerce, Accounting, Business Administration or a related field
- At least 2 years in a similar position
- At least part 2 of ACCA, CPA or CIMA
- Knowledge of an accounting system, knowledge of Solomon is an advantage
- Good knowledge of Microsoft Office Applications

10. Human Resources Officer, Recruitment, Learning and Development

Role summary: The HRO will provide administrative support in recruitment, payroll & benefits administration; and in learning and development. The Officer supports recruitment, on-boarding and exit of staff, learning and development, payroll and benefits administration including updating and management of the Human Resources Information System.

Reports to: Senior Human Resource Officer, Recruitment, Learning and Development

Nature of contract: Full time

Duty Station: Kampala

Qualifications, Skills and Experience:

- Bachelor's Degree in Human Resource Management, Business Administration, Psychology, Social Sciences or a related degree.
- 3 years working experience in a large organization.
- Computer literacy in MS office, HRMIS

11. Human Resources Officer.

Role summary: The HRO will provide administrative support in recruitment, payroll & benefits administration; and in learning and development. The Officer supports recruitment, on-boarding and exit of staff, learning and development, payroll and benefits administration including updating and management of the Human Resources Information System. The HRO is also responsible for effective implementation of the performance management system and employee relations.

Reports to: Senior Human Resource Officer, Performance management and Employee Relations

Nature of contract: Full time

Duty Station: Gulu

Qualifications, Skills and Experience:

- Bachelor's Degree in Human Resource Management, Business Administration, Psychology, Social Sciences or a related degree.
- At least 3 years working experience in a large organization.
- Computer literacy in MS office, HRMIS.

All suitably qualified and interested candidates can apply by visiting our website.

1. Website www.watotochurch.com
2. Go to Apply for a job section
3. Under that, view the Job description and click on the link that reads; **Apply**
4. Fill out the form that will be open and submit after all sections have been filled.
5. Submit your CV, academic and professional documents and a cell/pastor's recommendation letter to careers@watotochurch.com (Subject Line: Job Title - First Name, Last Name)

Deadline: 31st October 2020.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS