



UGANDA YOUTH AND ADOLESCENTS HEALTH FORUM

Plot 1238, Bukoto 1 - UCB Zone, P.O Box 25914 - Kampala, Uganda
Email: info@uyahf.com - Tel: +256 776385819/+256 200902407 - www.uyahf.com

7th March 2025

VOLUNTEERING OPPORTUNITIES

Background: Uganda Youth and Adolescents Health Forum (UYAHF) is a dynamic Youth led and Youth Serving Health, Human Rights, and Girl Centered Organization that seeks to advance quality health and wellbeing for young people. Specifically, UYAHF works to address and advance young people's specific needs as regards their sexual reproductive health and rights (SRHR), gender equality and health promotion, livelihoods, climate change, and SGBV among others by mobilizing and amplifying youth voices to inform policy and decision-making on these issues and strengthening the role of policy makers, key gatekeepers including community leaders, religious and cultural leaders, teachers, health workers, police, policymakers, parents, men and boys to take action, support and empower young people to live quality lives with equity, dignity, and opportunities to realize their full potential. For more information check out our website: www.uyahf.com

Application are invited from persons interested to work as Volunteer with Finance Department. As a volunteer, you will be afforded opportunity to gain experience in your profession and maybe provided with duty facilitating allowance to enable you perform your work but no salary will be provided.

Position: Finance volunteer – I vacancy.

Report to: Finance Manager

Duty Station: Head office located at Bukoto

Duties and Responsibilities

- Provide support in areas of finance, accounting and procurements.
- Provide support in processing and effecting financial expenditures.
- Conduct bookkeeping, and maintain financial records.
- Support with procurement of good and services.
- Manage office assets, furniture and equipment (computers, printers, photocopy machine etc.)
- Maintain and update office records & systems, including financial systems and asset register.
- Implement the provisions of the Finance and Procurement Policy.
- Any other duty as maybe assigned



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Qualifications:

- (i) A person should have completed a Degree or Diploma in Finance, accounting, Business Administration, Business Management, Procurement and Logistics management, CIPS, or any relevant training in the above fields.
- (ii) Relevant experiences in the similar or related assignments will be an added advantage.
- (iii) Persons living in areas of **Kamwokya, Ntinda, Kyebando, Mulago, Bukoto and other surrounding areas, are encouraged to apply.**

APPLICATION PROCEDURES

Interested? Please submit your CV/resume (2 pages Max) with a cover letter (1-page Max) and One reference letter to: uyahfchanel@gmail.com and copy to: vmuhenda@uyahf.com by close of business **Thursday 17th April 2025**. Any applications received past the deadline will not be considered. Only successful candidates will be contacted for interviews.