

# Inter-Religious Council of Uganda



## INTERNAL ADVERTISEMENT

### JOB VACANCIES

The Inter-Religious Council of Uganda (IRCU) is a national Faith-Based Non-Governmental Organization comprising of the Roman Catholic Church, the Church of Uganda, the Uganda Orthodox Church, the Uganda Muslim Supreme Council, the Seventh-day Adventist Church, the Born-Again Faith in Uganda and the Association of Pentecostal and Evangelical Churches.

IRCU's Vision is: *'a divinely peaceful, united, prosperous Uganda where all people enjoy full health and freedoms for the common good.'* The Council implements a range of programs namely Peace, Justice and Governance; HIV/AIDS and Public Health; Gender Based Violence Prevention; Livelihoods and Environmental Governance.

IRCU wishes to recruit visionary, dedicated and competent persons to fill the vacant positions as below:

#### **1. JOB TITLE: HUMAN RESOURCE MANAGER**

**Number of Vacancies:** One (1)  
**Reports To:** Secretary General  
**Job Purpose:** To plan, manage, coordinate and enforce the implementation of human resource policies and regulations of the organization and to guide in all matters of human resource management

#### **Key Result Areas:**

1. To provide support to the Secretary General in the management of Human Resources
2. To coordinate the recruitment, selection, induction and placement of staff
3. To initiate and facilitate the development, implementation and review of IRCU's human resource policies and regulations;
4. To oversee IRCU's staff welfare, staff insurance and staff saving scheme (SACCO)
5. To prepare the Human Resource Investment and Development plan and submit to the Secretary General
6. To oversee the implementation of the approved Human Resource Investment and Development Plan for IRCU
7. To oversee the management of information and records at the organization
8. To ensure that staff with special needs are attended to and provided with the necessary facilities
9. To ensure that exit interviews are conducted and reports are prepared
10. To ensure that certificates of service are issued to members of staff who retire
11. To update staffing and establishment data
12. Assist staff with HR-related questions and issues and provide periodic communication on benefits and related information to employees;

#### **Qualification and Skills**

1. A minimum of a Master's Degree in Human Resources Management or Organizational Industrial Psychology or Management or Organizational Development or Public

Administration and Management (HR option) or MBA (HR option) Bachelor of Human Resource Management

2. Should have at least eight (8) years' experience in human resource management, four (4) of which at a senior level in a public institution;

### **Required competences**

1. Should have high integrity with excellent communication, leadership and interpersonal skills
2. Should have proven ability to transfer skills and knowledge to others through formal training and technical support;
3. Demonstrated computer literacy and presentation skills;
4. Should have ability to work independently and as part of a team.

## **2. JOB TITLE: STATISTICIAN**

**Number of Vacancies:** One (1)

**Reports To:** Team Leader: Monitoring, Evaluation and Knowledge Management

**Job Purpose:** To collect, analyze, interpret, and present numerical data to identify trends, patterns, and relationships that inform evidence-based decision-making. He/she will serve as analytical experts who turn raw data into actionable insights for IRCU and government, Lead processes in data collection, analysis, and research efforts, ensuring statistical outputs meet rigorous quality standards to drive IRCU policy development, advocacy, programming, strategic planning, and operational decision-making.

### **Key Result Areas:**

1. Define the vision and strategic direction for statistical operations, ensuring alignment with IRCU and national goals.
2. Establish rigorous methodologies for data collection, processing, and dissemination. Enforce quality assurance and data privacy standards across all IRCU projects.
3. Lead, mentor, and build multidisciplinary IRCU teams of statisticians, data scientists, and analysts
4. Create surveys, Studies, experiments, research designs and opinion polls to gather accurate, relevant data.
5. Use mathematical theories and statistical software to process data, validating its reliability and utility.
6. Convert data into reports and visual representations, for complex issues such as health trends, economic forecasts, or inventory needs to make informed decisions.
7. Provide the "analytical backbone" to ensure that conclusions drawn from data are sound, evidence-based, and objective.

### **Qualifications and Experience:**

1. Minimum of Bachelor's degree in Statistics, Bio Statistics, Data Science or Economics and Post Graduate diploma in Project Planning and Management or Demography a must
2. Professional qualifications in SPSS, STATA, EPIDATA and advanced Excel
3. Knowledge in Navision system

4. Extensive knowledge in statistical analysis, survey design, or data science, with a proven track record in a senior leadership or management role
5. At least 5 years of experience, two (2) of which as a statistician or in similar position in a public institution
6. Deep understanding of statistical methodologies, data modeling, and modern analytical software. Familiarity with data governance policies and research ethics.
7. Exceptional communication skills to translate complex data insights into clear, actionable advice for non-technical stakeholders and board members
8. Strong communication, team work and analytical skills
9. Strong report writing skills
10. Strong skills in cleaning, analyzing, managing and reporting on bulky data

### **3. JOB TITLE: ICT SPECIALIST**

**Number of Vacancies:** One (1)

**Reports To:** Team Leader: Monitoring, Evaluation and Knowledge Management

**Job Purpose:** To manage IRCU's IT infrastructure, digital strategy, and IT operations design, implementation, and maintain IRCU's IT systems to ensure smooth, secure, and efficient digital operations. He/she will serve as technical experts who support employees, secure data, and optimize systems to meet IRCU goals

#### **Key Result Areas:**

1. Translate IRCU objectives into long-term technology roadmaps and IT strategies.
2. Oversee the smooth day-to-day function of corporate networks, hardware, software, cloud services, and data centres at IRCU Secretariate.
3. Establish robust IRCU security protocols, data privacy policies, and disaster recovery/business continuity plans.
4. Draft and administer operating budgets and manage relationships with third-party vendors and service providers.
5. Develop, Install, configure, and upgrade hardware and software to maximize uptime and efficiency.
6. Acting as the primary contact for troubleshooting and resolving hardware, software, and network issues for IRCU employees and stakeholders.
7. Managing network security, implementing firewall rules, protecting data integrity, and conducting audits to prevent cyber threats.
8. Ensuring regular data backups and overseeing recovery strategies to ensure business continuity.
9. Educating staff on IT best practices, new technologies, and adhering to organizational IT policies.
10. IT Specialists Will work with varied technologies, including Local Area Networks (LAN), Wide Area Networks (WAN), and cloud infrastructure

#### **Qualifications and Experience:**

1. Minimum of Bachelor's Degree in Information Technology or Computer Science or Computer System Engineering, with Post Graduate diploma in Software Engineering and System development a must
2. Professional qualifications in system development

3. Knowledge in Navision system
4. At least 5 years of experience, two (2) of which as IT technician or in similar position in a public institution

**Competency**

1. Deep understanding of network architecture, cloud computing, cybersecurity standards, and enterprise software systems.
2. Strong financial literacy and the ability to demonstrate the ROI of technology initiatives to executive stakeholders.
3. Ability to translate complex technical jargon into clear, actionable insights for non-technical stakeholders and the C-suite.
4. Decisive problem-solving and calm demeanor during system outages or security incidents.
5. Proven capability to drive digital transformation and smooth technology adoption across the wider organization
6. Strong communication, team work and analytical skills
7. Strong report writing skills

**4. JOB TITLE: BUSINESS DEVELOPMENT SPECIALIST**

**Number of Vacancies:** One (1)  
**Reports To:** Head of Finance and Enterprise Development  
**Job Purpose:** To drive IRCU financial, business and revenue growth by identifying new market opportunities, building strategic partnerships, and creating long-term value. Act as the bridge between business development, partners, and programme teams to expand IRCU business expansion, operation and increase overall profitability.

**Key Result Areas.**

1. Identify emerging trends, untapped business segments, and competitor moves for IRCU Operation.
2. Negotiate, identify, form and strengthen business partnerships with IRCU stakeholders, organizations to expand capabilities and reach.
3. Source new business avenues, innovations, opportunities and products such as entering new geographic regions or launching new product lines.
4. Work closely with product, programmes and marketing teams to ensure IRCU offerings align with market demands.
5. Establish and manage high-value relationships and long-term commercial opportunities.
6. Analyze market trends and competitor activities to inform business strategy and identify areas for expansion.

**Qualifications and Experience:**

1. Bachelor’s Degree in Business Administration, Marketing, Finance, Economics, or a closely related field.
2. A Master of Business Administration (MBA) or relevant professional certifications are a plus

3. 5 years of proven experience in business development, sales, key-account management, or client relations.
4. A demonstrable history of meeting revenue targets, closing complex deals, and driving market expansion is highly valued.
5. Ability to conduct market research, perform competitive analysis, and align business development initiatives with long-term company goals.

**Required Competence**

1. High Level of integrity
2. Excellent verbal and written communication skills to pitch services, draft proposals, and negotiate profitable contracts.
3. Strong interpersonal skills to network effectively, build long-term client trust, and collaborate with cross-functional
4. Proficiency in Microsoft Office (specifically Excel and PowerPoint) is essential for data analysis and creating presentations.
5. Familiarity with Customer Relationship Management (CRM) software (e.g., Salesforce, HubSpot) and sales analytics is a standard requirement.

**5. JOB TITLE:                      PEACE AND GOVERNANCE SPECIALIST**

**Number of Vacancies:**            One (1)  
**Reports To:**                        Secretary General  
**Job Purpose:**                      To provide technical support and contribute to developing thematic issues on peace and governance in line with the IRCU Strategy and other IRCU policies and link the organization with other internal and external stakeholders

**Key Result Areas:**

1. Support in the development and planning of Peace and Governance programme Interventions
2. Provide guidance and support to the implementation of Peace and Governance programme interventions.
3. Provide technical support in the Peace and Governance work and link it to the broader national and international policy issues in accordance with organizational strategic objectives and policies.
4. Support and facilitate in program development of key themes in line with the IRCU strategy, policies and National development policies
5. Provide technical support to engage in advocacy for Peace and Governance and participate in other advocacy work in line with the strategic objectives of IRCU
6. Maintain the quality of programs by monitoring, reviewing and evaluating them against indicators identified in the IRCU strategy, plans and policies of the organization.
7. Identify internal and external fora and opportunities for networking, sharing the IRCU program experiences and learning as required by the SG, and build mechanisms for incorporating such experiences and lessons in IRCU.
8. Mobilize resources required to implement the IRCU Peace and Governance program plans and innovative projects designed to realize the strategic objectives of the IRCU, manage such resources and make financial reports following IRCU and development partner guidelines

9. Support in the sourcing, allocation, management and accounting of financial and material resources within the department in accordance with organizational strategic objectives and policies

**Qualifications and Experience:**

1. A masters' degree in Peace, Conflict Studies, Human rights & Good governance, Law, International relations, or any social sciences.
2. A minimum of six years' experience in a related field.
3. Experience in Planning and programme implementation in NGOs.
4. Strong advocacy, lobbying and networking skills.
5. Ability to work independently with minimal supervision.
6. Capacity building and training skills.
7. Microsoft Office applications experience a definite plus (Word, Excel, Access, PowerPoint, Publisher)
8. Ability to manage emergencies.

**Required Competences**

1. High Level of integrity
2. Proactive, good sense of judgment/discernment
3. Negotiation skills
4. Coaching skills
5. Leadership skills and team building

**6. JOB TITLE: PARLIAMENTARY LIAISON OFFICER**

**Number of Vacancies:** One (1)

**Reports To:** Secretary General

**Job Purpose:** Serve as the primary link between IRCU and the Parliament of Uganda. Ensure effective communication, coordination, and representation in legislative processes, research, policy advocacy, and stakeholder engagement.

**Duties and Responsibilities include, but are not limited to:**

1. Facilitate the provision of a timely and accurate parliamentary services to the IRCU Secretariat
2. Liaise with the office of the Clerk to Parliament and other Parliamentary authorities to obtain parliamentary business and accurate information;
3. Monitor parliamentary proceedings, committee sessions, and debates relevant to the institution's mandate.
4. Advise management on legislative developments, bills, motions, and policy trends.
5. Read Notice Papers and Hansard to identify issues of relevance to IRCU, where appropriate arrange for briefing papers to be prepared and brought to the attention of the Clerk to Parliament and relevant Parliamentary Committees ;
6. Draft policy briefs, submissions, and position papers to parliamentary committees and stakeholders.
7. Maintain an awareness of current affairs;
8. Undertake research on matters pertaining to Parliament of relevance to IRCU.
9. Maintain up-to-date copies of relevant Acts and information regarding the progress of legislation

10. Develop key local issues document for noting by IRCU in preparation for engagement with Parliament;

#### **Required Qualifications and experience**

1. A masters' degree in Law, Peace, Conflict Studies, Human rights & Governance, International relations, or Public Administration, or International Relations.
2. Postgraduate Diploma in Legal Practice or advanced training in legislative processes is an added advantage.
3. Minimum of 5 years' experience in legislative affairs, governance, or policy advocacy.
4. Proven track record of working with Parliament, government ministries, or civil society organizations.
5. Experience in drafting policy briefs, legal documents, or parliamentary submissions.

#### **Required Competence**

1. Strong understanding of the Constitution of Uganda and Parliamentary Rules of Procedure.
2. Excellent communication, negotiation, and diplomacy skills.
3. Ability to analyze legislation and advise on policy implications.
4. Strong organizational and coordination skills.
5. High level of integrity, confidentiality, and political sensitivity.
6. Commitment to democratic values, peacebuilding, and governance reforms.
7. Ability to work under pressure and meet tight deadlines.
8. Strong interpersonal skills and ability to build consensus among diverse stakeholders.

#### **7. JOB TITLE: ASSISTANT ACCOUNTANT**

**Number of Vacancies:** One (1)

**Reports To:** Head of Finance and Enterprise Development

**Job Purpose:** Facilitate and monitor program and office financial and accounting processes, ensuring that the financial information is disclosed in line with Generally Accepted Accounting Principles (GAAP) and IRCU strategy, policies, guidelines and procedures.

#### **Key Result Areas:**

1. Participate in generating periodic financial reports and statements for financial management as stipulated in the IRCU Finance Policy
2. Support budget development for the department in line with IRCU Finance policies, procedures and budget guidelines
3. Management of IRCU statutory obligations in line with statutory requirements and the IRCU Finance Policy.
4. Prudent control of income and expenditure and generally the financial administration of the IRCU
5. Management of Staff Pay roll
6. Support the staff of IRCU in developing clear and realistic funding plans, budgets and forecasts to achieve IRCU strategic goals.
7. To maintain regular links and strengthen established networks with other departments and stakeholders to maintain updated information database and enable changes in systems and policies as appropriate
8. Asset management

**Qualifications and Experience:**

1. Bachelor's degree in Commerce or Finance or Business Administration majoring in Accounting
2. A Master's Degree/Postgraduate qualifications in Business Administration, Finance, and Accounting will be an added advantage.
3. Professional certification with ACCA, CIMA or CPA is a requirement.
4. Knowledge in Navision system
5. At least five (5) years working experience in a multi donor funded organization is an added advantage

**Required competences**

1. High Level of integrity
2. Knowledge of accounting information processing packages
3. Written and oral communication skills, including the ability to communicate effectively within all levels in the organization
4. Interpersonal skills
5. Reporting /writing skills

**8. JOB TITLE:                    RECEPTIONIST****Number of Vacancies:**            One (1)**Reports To:**                        Human Resource Manager**Job Purpose:**                      To manage visitors, clients, telephone calls and messages, as well as a variety of clerical duties that support customer services, information and referral and the operation and presentation of a professional**Duties and Responsibilities include but are not limited to:**

1. Receive and direct visitors to respective officers in line with contemporary Customer Care standards
2. To Receive and screen calls promptly with the right salutations
3. Receive and promptly dispatch correspondences in line with IRCU policies
4. Organizing the front office
5. Maintain office Security
6. Operate office automation allotted to the Front Desk

**Required Qualifications and experience**

1. Degree or diploma in secretarial studies, Public Administration, Business Administration
2. Qualification in secretarial work
3. Previous proven front desk office experience of not less than three years in a reputable institution
4. Good understanding of the Center's business environment and the impact his/her behavior has on the reputation of the company.
5. Experience of working a switchboard and telephone etiquette
6. Computer Literacy.

**Required competences**

1. High level of integrity
2. Time Management and punctuality

3. Good organization skills
4. Good customer service skills
5. Good sense of judgment/discernment
6. Good interpersonal and communication skills.

**9. JOB TITLE: DRIVER**

**Number of Vacancies:** One (1)  
**Reports To:** Human Resource Manager  
**Job Purpose:** To provide chauffer service to IRCU in line with organizational policy

**Key Result Areas:**

1. Drive organizational vehicles in line with organizational policy
2. Provide chauffer service to the Secretary General
3. Maintain the vehicle in line with the vehicle policy and service maintenance cards/ tags.
4. Prepare monthly vehicle/ equipment reports

**Qualifications and Experience:**

1. Uganda Advanced Certificate of Education (UACE) Level Education
2. Clean Driving Permit up to cars of a Minibus (14-seater) type
3. Basic mechanical and vehicle maintenance capability
4. At least Six years working experience in a large reputable organization

**Required competences**

1. High level of integrity
2. Time Management and punctuality
3. Good organization skills
4. Basic security skills
5. Good sense of judgment/discernment
6. Good interpersonal and communication skills.

**Age limit:** between 28 and 35 years old.

**10 JOB TITLE: DIGITAL MEDIA ASSISTANT**

**Number of Vacancies:** One (1)  
**Reports To:** Senior Public Relations and Communications Officer  
**Job Purpose:** The Digital Media Assistant will support the IRCU’s communication efforts by creating, editing, and managing multimedia content across various platforms.

**Key Result Areas:**

1. Capture high-quality videos and photographs for IRCU activities, programmes, and events.
2. Edit video and photo content to produce polished, professional outputs suitable for multiple platforms.
3. Design graphics and visual materials that align with the organization’s branding guidelines.

4. Manage and publish content across social media platforms including YouTube, TikTok, Instagram, and others.
5. Collaborate with the communications team to develop creative concepts and digital campaigns.
6. Monitor digital media trends and recommend innovative approaches to enhance online presence.
7. Maintain organized archives of multimedia content for future use.
8. Assist in planning and executing live-streaming or digital broadcast activities.

Qualifications and Experience:

1. Diploma in Media studies with a major in videography and photography
2. Basic camera mechanical and maintenance capability
3. At least two years working experience in a similar role in a reputable organization
4. Proficient in videography, including shooting and handling video equipment.
5. Skilled in photography with a strong eye for detail and creativity.
6. Competent in video editing using industry-standard software.
7. Knowledgeable in graphic design and able to create engaging visual content.
8. Familiar with managing and publishing content across multiple media platforms such as YouTube, TikTok, Instagram, and others.

Required competences

1. High level of integrity
2. Good interpersonal skills.
3. Time Management and punctuality
4. Good organization skills
5. Good sense of judgment/discernment

**Age limit:** between 20 and 30 years old.

*Note: Evidenced work experience shall be required for all positions. Female qualified candidates are encouraged to apply. All positions are based at the Secretariat with frequent upcountry travels. Visit the IRCU website [www.ircu.or.ug](http://www.ircu.or.ug) for a detailed advertisement.*

**How to apply**

Each candidate is required to submit their application letter with **certified** copies of academic certificates/transcripts and a letter of recommendation from **his/her leader of Church/Mosque/place of worship** by **5:00p.m.** on **15<sup>th</sup> June, 2026** to the physical or email address below:

**The Secretary General  
Inter-Religious Council of Uganda  
Plot 245, Sentema Road  
P. O. Box 7502, KAMPALA  
Website: [www.ircu.or.ug](http://www.ircu.or.ug)  
[secretarygeneral@ircu.or.ug](mailto:secretarygeneral@ircu.or.ug)**