



Financial Intelligence Authority

Safe Money for a Secure Market

Job description & Person Specification Front Operational Analysis Officer

TITLE: OPERATIONAL ANALYSIS OFFICER ML
DEPARTMENT: OPERATIONAL ANALYSIS
REPORTS TO: SENIOR OPERATIONAL ANALYSIS OFFICER ML
GRADE: FIA 6

1. Job Purpose

To provide assistance to the operational analysis department through analyzing, reporting suspicious transactions and other strategic intelligence compiled from various information acknowledged from accountable persons, foreign FIU's and other competent authorities or any other source.

2. Duties And Responsibilities

- Carry out analysis of information, reports and requests received from foreign FIU's, authorities, accountable persons and any other sources, and to generate intelligence reports for dissemination to law enforcement agencies;
- Follow up with accountable persons, foreign FIU's and other competent authorities on any missing or inaccurate data/information required to facilitate analysis monitoring of the financial condition of the accountable persons and other sources.
- Generate required reports,
- Data entry of all information received from accountable persons and other sources into a database system and filing them. Inserting data into the database system, receiving reports and filing them
- Ensure the maintenance of an up to date database of all reports submitted by accountable persons and information received from other sources, ensure efficient record keeping of all information received
- Contact and visit accountable persons and other competent authorities to get clarification/information on significant variations in the data to ensure that data submitted to the Authority is accurate.
- Handle various correspondence from accountable persons and other competent authorities ;

- Keep abreast with money laundering and terrorist financing issues , including policies ,procedures, regulations , industry best practices , criminal typologies and development trends..
- Collect data from accountable persons to seek out trends in financial transactions and cooperate with the Directorate of International Relations and Strategic Analysis.
- Maintain records from accountable persons, foreign FIU'S and other competent authorities for purposes of retrieving information and for monitoring and comparison purposes
- Gather statistics for STR's received, analysed and disseminated;
- Comply with the Authority's Standard Operating Procedures and Guidelines of the Operational Analysis Directorate.
- Participate in any ad hoc assignments to ensure timely support to accountable persons.
- Carry out any other assignments given by Manager operational analysis or supervisor.

3. Expected Outputs

- Analyzed information and drafted intelligence reports.
- Up to date database of suspicious transactions reports (STR's) large cash transactions (LCT'S) or monetary transaction reports, and cross border movement of cash and bearer negotiable instruments (BNI's).
- Up dated and reviewed information from other sources.
- Drafted reports on any ad-hoc assignment

4. Person Specification

i. Qualifications

- Honours Bachelor's Degree in Public/Business Administration, Commerce, Accounting, Finance, Statistics, Economics, Law or related field from a recognized institution.
- Masters in either Public /Business, Commerce, Accounting, Finance, Statistics, Economics or related field is an added advantage.
- And any other relevant discipline.

ii. Experience

- At least 3 years' work experience in a financial institution , government agency, international organisation or relevant private or public sector organisation

iii. Competencies

- Knowledge and understanding of Authority's vision, mission and objectives;
- Knowledge of the Anti-Money Laundering act, 2013, the Anti-Terrorism Act and respective regulation;
- Knowledge of international AML/CFT legislations and regulations including the International protocols, instruments, frameworks and systems and FATF Recommendations;
- Accounting knowledge;
- Financial analytical, research and investigative skills;
- IT skills;
- Communication skills (verbal , written ,report writing) skills;
- Demonstrated knowledge to share skills and knowledge with others
- Demonstrated ability to prioritise tasks and manage high workloads
- Person of high integrity.
- Interpersonal skills;
- Organisational skills;
- Time management skills;
- Works well under pressure and ability to deadlines ;
- Self-motivated and dependable ;
- Ability to handle sensitive information and maintain confidentiality.



Financial Intelligence Authority

Safe Money for a Secure Market

Job description Inspection and Compliance Officer

TITLE: INSPECTION & COMPLIANCE OFFICER
DEPARTMENT: LEGAL, INSPECTION AND COMPLIANCE
REPORTS TO: SENIOR INSPECTION & COMPLIANCE
GRADE: FIA 6

1. Job Purpose

To be responsible for ensuring compliance of accountable persons through onsite and offsite inspections under the inspection and compliance responsibility of the Directorate.

2. Duties And Responsibilities

- Monitoring the enactment and amendment of laws to ensure advisory of the accountable person on their obligations which contributes to compliance.
- Prior preparation for onsite and offsite inspections which includes liaising with the contact persons in the entities, scheduling appointments, drafting correspondences, etc. to ensure that the timelines for the inspections are met.
- Conducting onsite and offsite inspection of accountable persons to ensure compliance with the AML/CFT regime.
- Providing hands-on support to the compliance team during the on-site inspections of accountable persons with emphasis on demonstrating an understanding of issues that may arise, report on the assigned areas of focus and propose corrective actions to facilitate the compilation of issues for discussion at meetings with Management.
- . Conducting follow-up or verification visits to accountable persons in order to ensure Compliance with the AML/CFT regime.
- Implementing and monitoring of any actions agreed upon as a way forward resulting from the onsite and offsite inspections of accountable persons
- Preparing inspection reports after the onsite and offsite inspections which includes; risk profiling so as to identify areas of focus during verification and

monitoring, data entry of all information received into an electronic data base, etc.

- Review and examination of AML/CFT policies, risk assessment reports and annual compliance reports received from the accountable persons.
- Update risk profiles of accountable persons to ensure that all identified emerging risks are documented to facilitate the planning and implementation of the annual work plan of on-site inspections of accountable persons.
- Regularly monitoring of the UN sanctions website and updating of the UN sanction list database on designated persons and entities in accordance with the AML/CFT Regime.
- Ensuring the monitoring, regular update and maintenance of the different registers such as; the accountable persons register, asset forfeiture register, etc.
- Propose policies and strategies for the prevention of money laundering and/ or terrorist financing by accountable persons.
- Plan, co-ordinate and implement the work of dissemination and training on the prevention of money laundering and terrorist financing.
- Comply with the Authority's Standard Operating Procedures and Guidelines of the Legal, Inspection and Compliance Directorate
- Perform other ad-hoc assignments, as assigned by Manager-Inspection & Compliance and Senior Inspection and Compliance Officer from time to time.

3. Expected Outputs

- Participation in on site and off site inspection and compliance
- Draft reports on areas of focus for on-site Inspections of assigned accountable persons.
- Updated risk profiles of assigned accountable persons submitted to the immediate supervisor
- Update and maintenance of registers of accountable persons.
- Submission of reports on the different inspection and compliance aspects.
- Briefs on ad- hoc assignments

4. Person Specification

i. Qualifications

- Honours Bachelor's Degree in any of the following disciplines: Commerce, Accounting, Business Administration, Law, Finance, Statistics or Economics.
- A Master's in any of the following disciplines: Commerce, Accounting, Business Administration, Law, Finance, Statistics or Economics is an added advantage.

- And any other relevant discipline.

ii. Work Experience

- A minimum of 3 years' experience in the financial services of which (1) year is in compliance in a private or public organization.

iii. Competencies

- Knowledge and understanding of the Authority's vision, mission and objectives;
- Knowledge of international AML/CFT legislations and regulations including the International protocols, instruments, frameworks and systems and FATF Recommendations;
- Knowledge of Anti Money Laundering act, 2013, Anti-Terrorism Act and respective regulations;
- Knowledge of legal principles and practices;
- Financial analysis and analytical skills;
- Good communication skills both written and verbal;
- Good public speaking and interpersonal skills;
- Computer Literate;
- Ability to work under pressure and manage time effectively ;
- High level of organization and self-motivation;
- Ability to work independently as well as part of a team;
- Time management skills;
- Person of high integrity;
- Good judgement and decision making skills;
- Ability to handle sensitive information and maintain confidentiality.



Financial Intelligence Authority

Safe Money for a Secure Market

Job description International Relations & Strategic Analysis Officer

TITLE: International Relations & Strategic Analysis Officer
DEPARTMENT: International Relations & Strategic Analysis
REPORTS TO: Senior International Relations & Strategic Analysis
GRADE: FIA 6

1. Job Purpose

To assist in carrying out the operations of International relations and strategic analysis of the department by formulating international and strategic initiatives that further the mission and vision of the Authority through the day to day activities.

2. Duties And Responsibilities

- Collect data for the assessment of national AML/CFT compliance framework against the International standards or other reports from international organisations and statistics for the Authority;
- Undertake typologies to establish AML/CFT trends and practices in cooperation with the Operational Analysis department.
- Assist during the national risk assessment process to identify weaknesses at the national legal framework or mechanism for combatting predicate offences and ML/TF
- Assist management is in sensitising the public and private sector stakeholders in AML/CFT matters also through advertising.
- Conduct research and analysis on matters pertinent to the Authority's operations
- Performs other related duties as required
- Attend and respond to queries/complaints from other FIU's, competent authorities and other sources and forward to the Operational Analysis department for analysis.
- Assist in the design research proposals and conduct research to guide

- decision making on AML/CFT activities
- Comply with the Authority's Standard Operating Procedures and Guidelines of the International and Strategic Relations Directorate;
- Assist with the drafting of annual reports.
- Perform any other assignments as required.

3. Expected Output

- Up to date information on AML/CFT matters ;
- Mechanisms for consultation and addressing international requests and information exchange;
- Draft annual reports;
- Draft typologies;
- Dissemination of information to the public and all stakeholders.

4. Person Specification

i. Educational Requirements:

Honours Bachelor's Degree in Social Sciences, Economics or Business Administration or Law and any other related discipline.

ii. Work Experience.

Minimum 3 year experience working in a private or public organisation.

iii. Competencies

- Knowledge and understanding of the Authority's vision, mission and objectives;
- Knowledge of Anti Money Laundering Act, 2013, Anti-Terrorism Act, the respective regulations ;
- Knowledge of international AML/CFT legislations and regulations including the International protocols, instruments, frameworks and systems and FATF Recommendations;
- Considerable research skills and techniques;
- Proficiency in the use of Microsoft Office Suite;
- Ability to perform professional research and analysis work;
- Ability to analyse and interpret research findings ;
- Ability to handle sensitive information and maintain confidentiality;
- Ability to establish and maintain effective working relationships with fellow employees and members of the public;
- Good judgement and decision making skills;
- Report writing skills;
- Quality orientation and attention to detail;

- Time management skills;
- Project proposal writing skills;
- Person of high integrity;
- Ability to handle sensitive information and maintain confidentiality.



Financial Intelligence Authority
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Job description
IT Information Security
Officer

TITLE: IT Information Security Officer
DEPARTMENT: IT Systems Admin & Security
REPORTS TO: Senior Network and Database Administrative Officer
GRADE : FIA 6

1. Job Purpose

The Information Security Officer is responsible of providing security of information/ data, infrastructure and risk services through use of innovative tools, techniques to prevent, detect and close down any emerging systems threats

2. Duties And Responsibilities

- Implement the approved information security policy
- Conduct a continuous assessment of current IT security practices and systems and identifying areas for improvement.
- Run security audits and risk assessments.
- Deliver new security technology approaches and implement next generation solutions.
- Develop and implement business continuity and disaster recovery plans to ensure service continuity.
- Devise strategies and implement IT solutions to minimise the risk of cyber-attacks.
- Communicate digital programmes and strategy to a range of stakeholders.
- Promote security awareness by developing and implementing a security awareness and training programmes.

3. Expected Output

- Implementation of the approved information security policy
- Establishment of a Disaster recovery site
- Implementation of the existing Business Continuity Plans
- An enterprise-wide information security risk plan and a set of necessary technologies and processes/activities to soften and minimize the risks
- Information Security capacity management plan.

4. Person Specification

i. Educational qualifications:

- A Bachelor's degree in computer science; in computer software/computer systems engineering; electronics; or information technology.
- At least one Information Security certification is required.
- A Master's Degree in related field will be an added advantage.
- And any other relevant discipline.

ii. Work Experience

- Two years' Information Security experience in a financial institution, government agency, international organization or relevant private sector organization.

iii. Competencies:

- Knowledge and understanding of the Authority's vision, mission and objectives;
- Knowledge of Anti-Money Laundering act, 2013, Anti-Terrorism Act, respective regulations and FATF standards
- Works well independently and as part of a team;
- Time management skills
- Problem solving skills and analytical skills
- Good organizational skills
- Communication skills , teamwork and negotiation skills ;
- Ability to work to tight deadlines under pressure;
- The ability to create and maintain strong working relationships with colleagues and stakeholders.
- A willingness to keep up to date with developments in new technology.
- Good decision making skills;
- Can take initiative
- Pay's attention to detail.
- Person of high integrity
- Able to handle sensitive information and maintain confidentiality;



Financial Intelligence Authority

Safe Money for a Secure Market

Job description IT Support Officer

TITLE: IT Support Officer

DEPARTMENT : IT Systems Admin & Security

REPORTS TO: Senior Network and Database Administrative Officer

GRADE: FIA 6

1. Job Purpose

The IT Support Officer will be responsible for the smooth running of computer network and systems to ensure that users get maximum benefits from IT resources.

2. Duties And Responsibilities

- Install and configure computer hardware, operating systems and applications.
- Work with IT service providers to establish and maintain an effective IT network by installing, configuring, and testing of network equipment (Routers, firewalls, Intrusion Detection systems, Intrusion Prevention Systems etc.) and evaluating network performance
- Set up and support users' profiles
- Provide end-user support.
- Produce IT user manuals for all the systems and applications deployed.
- Monitor and maintain computer systems and networks
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults, replacing parts as required
- Prepare users by designing and conducting training programmes, provide references and support.

3. Expected Output

- Configuration and installation of network and internet security.

- Configuration and installation of all network software packages used by the Authority.
- Provide orientation to new users of existing technology.
- Support staff through advice on potential uses of existing technology.

4. Person Specification

i. Educational qualifications:

- Bachelor's degree in computer science; in computer software/computer systems engineering; electronics; or information technology.
- Network Administration/System Engineer certification will be an added advantage.

ii. Work Experience

- At least three (3) years' network administration and user support experience in a busy institution

iii. Competencies:

- Knowledge and understanding of the Authority's vision, mission and objectives;
- Knowledge of Anti-Money Laundering act, 2013, Anti-Terrorism Act, respective regulations and FATF standards;
- Local Area Network (LAN) knowledge;
- Network Design and Implementation;
- Communication, teamwork and negotiation skills;
- Problem-solving and good analytical skills;
- Good organizational skills;
- Ability to work to tight deadlines under pressure;
- Works well independently and as part of a team;
- Time management skills;
- Good organizational skills;
- Communication skills , teamwork and negotiation skills ;
- A willingness to keep up to date with developments in new technology.
- Good decision making skills;
- Can take initiative;
- Pay's attention to detail;
- Person of high integrity;
- Able to handle sensitive information and maintain confidentiality;



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Safe Money for a Secure Market

Job description IT Database Administrator Officer

TITLE: IT Support Officer
DEPARTMENT: IT Systems Admin & Security
REPORTS TO : Senior Network and Database Administrative Officer
GRADE: FIA 6

1. Job Purpose

The IT Database Administrator will be responsible for planning, development, maintenance, performance, integrity and security of the organization's business databases.

2. Duties And Responsibilities

- Build database systems of high availability and quality depending on each end user's specialised role
- Use high-speed transaction recovery techniques and backup data
- Minimize database downtime and manage parameters to provide fast query responses
- Provide proactive and reactive data management support and training to users
- Determine, enforce and document database policies, procedures and standards
- Perform tests and evaluations regularly to ensure data security, privacy and integrity
- Monitor database performance, implement changes and apply new patches and versions when required

3. Expected Output

- Configuration and installation of network and internet security.
- Configuration and installation of all network software packages used by the Authority.
- Provide orientation to new users of existing technology.
- Support staff through advice on potential uses of existing technology.

4. Person Specification

i. Educational qualifications:

- Bachelor degree in computer science; in computer software/computer systems engineering; electronics; or information technology.
- Professional certification such as Microsoft Certified Solution Developer (MCS D), Oracle Certified Developer (OCD), MCDBA, or equivalent will be an added advantage.
- A Master's Degree in related field will be an added advantage
- Three or more years DBA experience with Microsoft SQL Server (2008 or greater) in a production environment is required. Experience configuring, implementing and supporting large highly available SQL Server environments, including experience with Failover Cluster and database mirroring/ always on is also required.
- Familiarity with operating systems such as Windows Server, Unix/Linux; Database platforms such as MS SQL server and Oracle RDBMS; and Data Warehousing methodologies. Precise i3 or similar SQL Diagnostic Monitoring system for reporting is required.
- Knowledge of disaster recovery principles and practices, including planning, testing, backup/ restore using disk-based backup solutions
- Familiarity with the main data manipulation languages and the principles of database design

ii. Work Experience

- Three or more years DBA experience with Microsoft SQL Server (2008 or greater) in a production environment is required. Experience configuring, implementing and supporting large highly available SQL Server environments, including experience with Failover Cluster and database mirroring/ always on is also required.

iii. Competencies

- Knowledge and understanding of the Authority's vision, mission and objectives;
- Knowledge of Anti-Money Laundering act, 2013, Anti-Terrorism Act, respective regulations and FATF standards;

- Familiarity with the main data manipulation languages and the principles of database design;
- Extremely organized, detail oriented and able to keep accurate records and ensure proper follow up ;
- Good communication, teamwork and negotiation skills;
- Problem-solving and good analytical skills;
- Flexibility and adaptability;
- The skill to work to tight deadlines under pressure;
- .Works well independently and as part of a team;
- Time management skills;
- A willingness to keep up to date with developments in new technology;
- Good decision making skills;
- Can take initiative;
- Pay's attention to detail;
- Person of high integrity;
- Able to handle sensitive information and maintain confidentiality;



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Job description Legal Officer

TITLE: LEGAL OFFICER
DEPARTMENT: LEGAL INSPECTION AND COMPLIANCE
REPORTS TO: SENIOR LEGAL, OFFICER
GRADE: FIA 6

1. Job Purpose

To provide legal advice and representation during legal proceedings ensuring that the Authority is well advised on all legal issues related to its objectives and functions

2. Duties And Responsibilities

- Provide timely and accurate advice to the Manager and Senior Legal Officer on any matters related to legal undertakings involving the Authority;
- Assist in the preparation, executing and registration of contracts and other legal documents;
- Prepare documents for civil suits/litigations ;
- Review legal/court documents for completeness and accuracy.
- Advise on the application and/or interpretation of the provisions of the AML Act and Anti-Terrorism Act;
- Monitor regulatory changes and their effects on the Authority's activities and advise accordingly;
- Respond to queries and complaints from accountable persons and stakeholders and advise on all pertinent legal matters.
- Provide advice and assist in the negotiation and drafting of all types of contracts/agreements creating legal obligations for the Authority;

- Conduct due diligence on a wide range of regulatory issues;
- Consult with relevant officials of Ministries/Departments and attend meetings to give professional legal advice;
- Represent the Authority in Courts of Law, on committees and in legal meetings as may be assigned by the Manager Legal from time to time;
- Participate in and/or supervise the review of existing legislation, rules, and regulations pertaining to the Authority and recommend/formulate appropriate amendments.
- Comply with the Authority's Standard Operating Procedures and Guidelines of the Legal, Inspection and Compliance Directorate;
- Carry out any other duties assigned by the Senior Legal officer from time to time in the event that the Manager has no assigned duties .

3. Expected Outputs

- Timely legal advice given to the Legal department and the Authority on any matters related to legal undertakings.
- Assistance given in ensuring the legal and regulatory framework is up dated.
- Legal documents reviewed and prepared for civil suits /litigations to forward to Manager Legal through the Senior Officer ;
- Reviewed legal/court documents for completeness and accuracy before forwarding to manager Legal or the Senior Legal.
- Advise on the application and/or interpretation of the provisions of the AML Act and Anti-Terrorism Act given;
- Monitor regulatory changes and their effects on the Authority's activities and
- Due diligence on a wide range of regulatory issues;
- Consult with relevant officials of Ministries/Departments and attend meetings to give professional legal advice;
- Court , committee and legal meetings representation;
- Queries and complaints from accountable persons received and responded to;
- Minutes taken and approved,
- Mechanism for addressing and obtaining court orders in a timely manner in place;

4. Person Specification

i. Qualifications

- Honours Bachelor's Degree in Law ;

- Post Graduate Diploma in Legal practice;
- Advocate of the High Court of Uganda.
- A Masters in Law is an added advantage.
- And any other relevant discipline.

ii. Work Experience

- A minimum of 3 years work experience in legal practice and litigation experience in a law firm in a private or public organisation.

iii. Competencies

- Knowledge of international AML/CFT legislations and regulations including the International protocols, instruments, frameworks and systems and FATF Recommendations;
- Knowledge of Anti Money Laundering act, 2013, Anti-Terrorism Act and respective regulations
- Knowledge of the Laws in Uganda;
- Knowledge of legal principles and practices;
- Knowledge of legal drafting principles and practices;
- Considerable legal research skills and techniques;
- Considerable knowledge of court procedures and practices.
- Excellent legal analysis skills;
- Excellent written communication skills including drafting legal document
- Excellent public speaking and interpersonal skills;
- Computer Literate.
- Ability to work under pressure and manage time effectively to complete a variety of tasks, without administrative support;
- High level of organization and self-motivation;
- Ability to show leadership, to take initiative, and to work independently as well as a part of a team;
- Negotiation, mediation and arbitration skills.
- Ability to analyse and interpret laws and regulations.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Good judgement and good decision making skills;
- Trial Advocacy skills.
- Time management skills.
- Person of high integrity
- Ability to handle sensitive information and maintain confidentiality



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Safe Money for a Secure Market

Job description Accounts Officer

TITLE : ACCOUNTS OFFICER
DEPARTMENT : FINANCE AND ADMINISTRATION
REPORTS TO: MANAGER ACCOUNTS
GRADE : FIA 6

1. Job Purpose

To ensure transparency and accountability of finances in line with recognized accounting / auditing standards.

2. Duties And Responsibilities

- Assist with the preparation and presentation of financial statement, documentations such as invoices, bills, accounts receivable, accounts payable, purchase orders, payroll, reports and other financial records;
- Prepare electronic and cheque payments for administration, and staff;
- Calculate and verify all payments, amounts and records are correct;
- Record transactions in the accounts administration register and file paid vouchers;
- File all financial documents, records and communications to ensure accuracy and completeness;
- Coordinate and assist Internal Auditors during their control and audit missions to the Authority;
- Do timely data entry in cash management and accounts;
- Manage and prepare petty cash reconciliations;
- Prepare and maintain the assets register;
- Execute all accounts transactions and effect the necessary reconciliations of outstanding transaction;
- Participate in the development of financial procedures including the check lists, for all financial activities;
- Assist with bank reconciliations, budget and report preparation;

- Keep abreast of relevant accounting regulations and ensure update existing instruction processes and procedures;
- Prepare and monitor the Authority's pay roll system;
- File and archive documents connected to the accounting functions;
- Comply with Operational Procedures and Guidelines of the Accounts department;
- Prepare statutory accounts;
- Perform any other duties as required by the Manager Accounts.

3. Expected Outputs

- Prepared financial statements and documents.
- Maintained records transactions in accounts administration register.
- Paid Invoices filled.
- Monitored pay roll system.
- Financial reporting,
- Year-end accounts preparation and the support of budget and forecast activities.

4. Personal Specification

i. Qualifications

- Honours Bachelor's Degree in any of the following fields (Accounts, Business Accounting, Statistics or Equivalent).
- Part-Professional Qualification in Accounting (ACCA or CPA).
- And any other relevant discipline.

ii. Work Experience

At least 3 year's proven work experience in accounting in a private or public organisation.

iii. Competencies

- Knowledge and understanding of the Authority's vision, mission and objectives;
- Knowledge of Anti Money Laundering act, 2013, Anti-Terrorism Act and the respective Regulations;
- Knowledge of the financial regulations procedures and implementing rules applicable;
- Experience in the use of automated accounting packages/system, as well as MS Office package;

- IT skills and experience with accounting software , knowledge of Navision Financials will be an added advantage;
- Corruption-free reputation;
- Good communication skills both verbal and written;
- Interpersonal skills;
- Person of high integrity;
- Organizational and administrative skills;
- Pays attention to detail;
- Ability to multi-task, work well under pressure and meet deadlines;
- Ability to prioritize;
- Time management skills;
- Can take initiative ;
- Quick decision making skills ;
- Ability to handle sensitive information and maintain confidentiality.

Applications should be addressed and delivered to:

Manager Human Resource

Financial Intelligence Authority

Ground Floor Rwenzori Towers (Wing b), Plot 6 Nakasero Road

P.O Box 9853, Kampala, Uganda

Closing date is **2nd May, 2018** by **5.00pm**