



Job advertisement

About Us

Makerere University Joint AIDS Program (MJAP) is a private-not-for-profit Company under Makerere University. MJAP works to build partnerships and strengthen health systems to optimally respond to HIV/AIDS, TB, Non-communicable diseases (NCDs) and other diseases of public health importance in Africa.

Project Overview

The Local Partner Health Services East Central - Transition award to Makerere University Joint AIDS Program (MJAP) Activity is funded by the U.S.G. Department of State. This Award supports public health facilities and their communities in 12 districts and Jinja City that include Bugiri, Bugweri Busia, Buyende, Iganga, Jinja, Kamuli, Kaliro, Luuka, Mayuge, Namayingo and Namutumba; to drive sustained HIV/TB control, reduce malaria burden, improve maternal and child health outcomes, and build resilient pandemic preparedness and response capacities. **MJAP is looking for competent, passionate, and committed individuals to fill the Locum Finance Assistant positions.**

Position Title: Locum Finance Assistant – Document Scanning & Archiving (3 positions)

Reporting to: Finance and Operations Manager.

Supervises: None

Location: Jinja Regional Office (Candidates around Jinja preferred)

Duration: 3 months

Effective date: 1st July 2026

Job Summary: The Locum Finance Assistant will provide short-term support focused on digitizing organization records.

Specific duties and responsibilities.

- Scanning all assigned documents into soft copy format as sequentially filed in hard copy files folders.
- Ensuring scanned documents are clear and complete.
- Naming and indexing files according to the organization's filing formats. (Refer to hard copy box files)
- Uploading and archiving documents in designated electronic storage systems/folders as shared by IT Officer.
- Organizing and maintaining a structured digital filing system for easy retrieval.

- Cross-checking scanned documents against physical files to ensure completeness and accuracy of scanned and archived documents.
- Supporting safe storage and proper arrangement of physical documents after scanning.
- Maintaining a tracking log of scanned and archived documents

Qualifications, job requirements and Competencies

- Candidates must have at least a bachelor's degree in Finance and Accounting, Secretarial Studies, or Records and Archives Management.
- At least 2 years' experience in handling and scanning organizational records.
- Excellent written and oral communication and interpersonal skills
- Proficiency with Microsoft Office products (Word, Excel, Outlook)
- Good people skills and ability to work under minimal supervision.

Financial, Anti- Fraud, Safeguarding and Risk Management Clause:

MJAP enforces a strict zero-tolerance policy against fraud, corruption, sexual exploitation, abuse, and harassment in all program areas. All employees must uphold high ethical standards and ensure transparency and fairness, in line with MJAP Human Resource policies. In your role, you'll be responsible for maintaining the organization's financial integrity and supporting effective safeguarding and risk management practices. Key responsibilities include.

- **Financial Accountability:** Uphold MJAP's commitment to financial integrity by effectively managing resources and accurate reporting of expenditures. Ensure responsible and transparent resource management in compliance with organizational standards and donor requirements and take ownership of any discrepancies that arise.
- **Safeguarding:** Uphold the organization's dedication to protecting vulnerable populations, including beneficiaries, staff, and volunteers. This includes identifying, reporting, and addressing safeguarding issues per established policies. Your role is essential in fostering a safe and supportive environment for everyone involved in our programs.
- **Risk Management:** Actively identify, assess, and mitigate risks related to program implementation and operations. Collaborate with teams to create and maintain risk management plans in line with organizational policies. Regularly review and update practices to address new challenges or changes in the operational environment.
- **Application Procedure:**
- MJAP is dedicated to inclusion and diversity, evaluating all job applicants solely based on merit, regardless of race, gender, color, national origin, religion, age, marital status, or disability. As an equal opportunity employer, MJAP does not charge applicants at any stage and is not responsible for losses from fraudulent recruitment activities. All suitably qualified candidates are encouraged to apply by clearly stating the position applied for in the Subject line. Combine all your application documentation, i.e. cover letter, CV & academic documents, into one PDF with names/contact details of three referees including the immediate Supervisor addressed to: **The Human Resources Manager, Makerere University Joint AIDS Program (MJAP). Email: recruitment@mjap.mak.ac.ug NOT later than Wednesday, 17th June 2026, at 5:00 pm.** For details about advertised position, please visit the website of Makerere University Joint AIDS Program. Consider your application unsuccessful if you don't hear from us by **Monday,**

22nd June 2026. Offer of employment will be subject to satisfactory references including but not limited to appropriate background checks, criminal records, and previous employment findings of fraud, corruption, sexual exploitation, abuse or harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures. Please ensure that your attachments do not exceed 25 MB. We do appreciate your interest in working with MJAP, however, we regret that only shortlisted candidates will be contacted for interview.