



MAYANK ANTI-CORRUPTION COALITION

About MACCO: MAYANK Anti Corruption Coalition (MACCO) is a governance and anti-corruption civil society network based in West Nile. MACCO's core mandate is to promote democratic, accountable and responsive governance for improved service delivery. It works to empower citizens, Civil Society Organizations (CSOs) and local governments to promote both upward and downward accountability through enhanced participation, transparency, responsive governance, social accountability and respect for human rights with a view to improving service delivery and pro-poor policy environment in West Nile

JOB ADVERTISEMENT

MAYANK Anti-Corruption Coalition is seeking to recruit able bodied and disciplined individuals to fill the under listed vacant positions. Interested persons are invited to send motivation letter with CV in English to ernestzama@gmail.com not later than **10.00am, January 25th, 2026**. MACCO is an equal opportunity employer guided by **Zero Tolerance to Corruption Policy**. We value diversity and gender parity. We are committed to creating an inclusive environment based on fairness, mutual respect and rights. Any form of canvassing will lead to automatic disqualification.

Position	Finance Assistant
Number of positions	01

Overall purpose of the role: To support the finance management and administrative functions in the Accountability Program of the Coalition. This includes but is not limited to tasks related to planning and implementation of project activities, development and management of activity budgets; timely and high-quality financial reporting; representation of MACCO in Accountability programs as delegated; adherence to MACCO's standard regulations and operational procedures including the Code of Conduct, MACCO financial and procurement policies and administrative regulations.

Duties & Responsibilities: - Reports to Finance and Administrative Officer

Responsible for:

1. Finance functions and administration of project activity funds.
2. Provide guidance to the project management team on financial matters.
3. Vote control in relation to project work plan and budgets.
4. Follow up accountability for activity funds within stipulated timelines.
5. Support in the development of project proposals, activity concepts, budgeting and pricing.
6. Timely preparation of periodic financial reports.
7. Participate in MACCO capacity building activities whenever called upon.

Staff Management: Supervise project volunteers and project support staff.

Additional tasks: Undertake any other tasks as may be assigned from time to time.

Education: A minimum of Diploma in Accounting or its equivalent

Language: Fluency in written and spoken English.

Experience and technical competencies: - strong knowledge of and experience in:

- Donor financial management and accounting
- Project management including planning, budget administration and donor reporting
- Working with teams and ensuring strong teamwork among project staff
- High degree of computer literacy

MANAGEMENT

Position	Askaris
Number of positions	02

JOB DESCRIPTION

Overall purpose of the role: To support administrative and security systems of the Coalition. This includes but is not limited to tasks related to identification of security controls, enforcement of security measures; timely reporting on security threats and leakages; adherence to MACCO's standard regulations and operational procedures including the Code of Conduct, and MACCO administrative regulations.

Duties & Responsibilities:

Reports to Finance and Administrative Officer

Responsible for:

1. Guarding the entry and exit of the Coalition premises
2. Recording all visitors in the visitors' book and getting full details before granting entry to the Coalition premises
3. Perimeter and compound surveillance of the Coalition premises
4. Ensure safety of all Coalition property
5. Report any security threats and leakages in the course of duty
6. Any other duties as shall be assigned from time to time

Education: A minimum of Ordinary level

Language: Able to write and speak in English.

Position	Office Assistant
Number of positions	01

JOB DESCRIPTION

Overall purpose of the role: To support administrative and clerical functions of the Coalition. This includes but is not limited to tasks related to maintaining good order and cleanliness in the office and Coalition premises, responsible for staff welfare while at work; adherence to MACCO's standard regulations and operational procedures including the Code of Conduct and MACCO administrative regulations

Duties & Responsibilities:

Reports to Finance and Administrative Officer

Responsible for:

- Maintaining office files
- Keeping inventory of office supplies
- Taking and delivering messages
- Welcoming visitors to office
- Answering phone calls
- Preparing and serving Office tea
- Cleaning office rooms and premises
- Any other duties as shall be assigned from time to time

Education: A minimum of Ordinary level

Language: Able to write and speak in English.