

## CURRICULUM VITEA

### I. BIOGRAPHIC DATA

Surname : Ojiambo  
Other names : Wilberforce  
Nationality : Ugandan  
Sex : Male  
Date of birth : 24<sup>th</sup> January, 1968  
Marital status : Married  
Religion : Anglican  
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### II. SUMMARY OF CV.

I have achieved more than 20 years' experience in finance and administration. I am privileged to have worked with various organizations whose activities included, banking, private sector, microfinance and civil society. My previous assignment was with Reproductive Health Uganda (RHU) is a member of the International Planned Parenthood Federation (IPPF), and its core mandate is to champion, provide and enable universal access to rights based Sexual and Reproductive Health and Rights (SRHR) information and services to vulnerable and underserved communities especially young people. RHU has a network of 18 branches spread across the various regions of Uganda. I am currently attached to Busitema University in the capacity of a Head of Finance / University Bursar. Busitema University is a Multi – Campus University located in Eastern Uganda with six campuses. The university operates Faculty of Engineering at Busitema Campus, a medical school at Mbale campus, Faculty of Agriculture and Animal Sciences at Arapai in Soroti, Faculty of management studies in Pallisa and Faculty of science Education, Nagongera Campus and faculty of Natural Resources Environment at Namasagali campus.

I am a Certified Public Accountant and a member of the Institute of Certified Public Accountants of Uganda (ICPAU). I recently qualified as a Certified Tax Advisor. I also hold a Master's in Business Administration, Post Graduate Diploma in Tax and Revenue Administration, Post Graduate Diploma in Information Technology and Computer Science, Bachelor of Commerce and other related qualifications.

I have gained extensive experience by providing improvements in finance and administration systems for the organizations I have served. Some of my key focus areas have been: grants management, donor compliance and reporting, review of policies and procedures, financial reporting, auditing, budgeting and resource mobilization among others.

### III. EDUCATION BACKGROUND

Institution	Certificate	Year
Institute of Certified Public Accountants of Uganda (ICPAU)	Certified Tax Advisor (CTA) course	2022
East African School of Taxation	Post Graduate Diploma in Tax Administration and management	2014/2015
Institute of Certified Public Accountants of Uganda (ICPAU)	Certificate of Public Accountant (CPA-U)	2010/2013
Islamic University In Uganda	Masters in Business Administration - MBA ( Finance and Accounting )	2004 / 2006
Islamic University In Uganda	Post Graduate Diploma in Computer Science and Information Technology, (PGDCIT), CCNA, net working and routing basics.	2003 / 2004
Makerere University	Bachelor of Commerce – BCOMM ( Accounting )	1991 / 1994
National College of Business Studies	Diploma in Business Studies – UDBS	1989 / 1991
Kampala High School	Uganda Advanced Certificate of Education – UACE	1986 / 1988
Old Kampala S.S.S	Uganda Certificate of Education - UCE	1982/1985

#### IV. EMPLOYMENT RECORD

INSTITUTION	DESIGNATION	DURATION	YEAR
Busitema University	University Bursar/ Head of Finance	As up-to-date	Jan, 2021 to date
Reproductive Health Uganda	Director Finance & Administration	5	March 2015 to Dec, 2020
African Centre for Treatment & Rehabilitation of Torture Victims	Finance and Administration Manager	4	May 2011 to Feb 2015
International Alert Uganda Great lakes Programme. Funders USAID, DFID and SIDA	Finance, Admin & Human Resource Manager	2	April 2009 - April 2011
Action on Disability and Development Uganda Development Programme. Funders, EU, COMIC RELIEF, Bread for the World and DFID	Finance and Administration Manager	1.5	Oct 2007 – March 2009
Eastern Private Sector Development Centre Limited Funders UNDP / GOU	Finance and Administration Manager	5	Sept 2002 – Oct 2007
Uganda Cooperative Savings and Credit Union Limited ( WOCCU / SACCONET Project) Funders: USAID / GOU	Head of Accounts Department	2	June 2000 – August 2002
Uganda Electricity Board	Internal Auditor	5	June 1995 – May 2000
Barclays Bank Uganda	Banking Assistant	1	June 1994 – May 1995

#### IV. DESCRIPTION OF DUTIES:

SR	INSTITUTION	DUTIES AND RESPONSIBILITIES
1	Busitema University	<ul style="list-style-type: none"> <li>• Carries out financial planning, prepares and controls the University budgets.</li> <li>• Oversees the management of the University incomes, expenditures and stores through institution of clear policies and internal controls.</li> <li>• Develops resources mobilization strategies, mobilizes resources and manages financial donations and grants to the University in liaison with the institutional growth and development Unit.</li> <li>• Maintains a sound financial accounting system, record keeping and internal controls for the University</li> <li>• Advises the University Council and University Senior Management on sound financial management policies, rules and procedures.</li> <li>• Manages the reconciliation of books of accounts and the production and presentation of the University final accounts and bank statements to the relevant authorities;</li> <li>• Advises the University Secretary in answering audit queries and mandatory inquiries whenever necessary;</li> <li>• Supports University Bursars at various campuses to streamline finance operations.</li> <li>• Plans, supervises and evaluates the performance of staff in the Department.</li> <li>• Enforces adherence to financial policies, regulations and professional practices in all financial and accounting transactions.</li> </ul>
2	Reproductive Health Uganda	<ul style="list-style-type: none"> <li>• Provide leadership in the preparation of the annual budget and work plans. Monitor income and expenditure over the year and advise accordingly.</li> <li>• Periodically review, test and update the organization's policies and procedures and accounting system to ensure its accuracy and efficiency in meeting the needs of the organization.</li> <li>• Prepare quarterly financial reviews, annual accounts and other reports for presentation to management, Board of Directors and development partners on the financial performance of the organization on a timely basis.</li> <li>• Provide financial inputs for Proposal development, project management, human resource management policies, logistics, travel and other areas of administration</li> </ul>

		<ul style="list-style-type: none"> <li>• Develop and oversee the implementation of and compliance with sound IT policies and procedures for the organization</li> <li>• Develop and maintain a Risk Register for the organization and ensure that adequate measures are in place to mitigate against all the key risks</li> <li>• Oversee the performance of direct reports to ensure that they deliver on agreed objectives and result areas in addition to managing the human resource functions of the organization.</li> <li>• Contribute to the strategic development of the organization.</li> <li>• Oversee the financial audits of all projects of the organization</li> <li>• Provide strategic guidance to RHU staff SACCO.</li> <li>• In liaison with the Human Resource Manager coordinate the staff training and disciplinary committee.</li> <li>• Engage Government and other partners to avail supplies and other support to the organization.</li> <li>• Organize and conduct meetings for RHU senior management teams</li> <li>• Developing and updating the organizations risk register and identifying mitigating factors</li> </ul>
3	<p>African Centre for Treatment and Rehabilitation of Torture Victims</p> <p>Funders: Centre for Victims of Torture, British High Commission, Amnesty Sweden, Fund for Global Human Rights, Royal Netherlands Embassy, Irish Aid, Sigrid Rausing Trust, Open Society for East Africa, United Nations Voluntary fund for Victims of Torture.</p>	<ul style="list-style-type: none"> <li>• Provide leadership in the preparation of the annual budget. Monitor income and expenditure over the year and advise accordingly.</li> <li>• Periodically review, test and update the organization's accounting system to ensure its accuracy and efficiency in meeting the needs of the organization.</li> <li>• Prepare quarterly financial reviews, annual accounts and other reports for presentation to management, Board of Directors and development partners on the financial performance of the organization on a timely basis.</li> <li>• Provide financial inputs for Proposal development, project management, human resource management policies, logistics, travel and other areas of administration</li> <li>• Develop and oversee the implementation of and compliance with sound IT policies and procedures for the organization</li> <li>• Develop and maintain a Risk Register for the organization and ensure that adequate measures are in place to mitigate against all the key risks</li> <li>• Oversee the performance of direct reports to ensure that they deliver on agreed objectives and result areas in addition to managing the human resource functions of the organization.</li> <li>• Contribute to the strategic development of the organization.</li> <li>• Oversee the financial audits of all projects of the organization</li> </ul>
4	<p>International Alert Uganda Great lakes program</p> <p>Funders USAID, DFID and SIDA</p>	<ul style="list-style-type: none"> <li>• Head of Finance ,Administration &amp; HR Departments</li> <li>• Supervise and coordinate the work of Finance Officers and Administrative Officers.</li> <li>• Support the external audit function including follow-up of audit queries raised in liaison with internal auditor</li> </ul>

		<ul style="list-style-type: none"> <li>• Management of donor contracts for compliance</li> <li>• Advisor to Country Manager on matters of finance and administration</li> <li>• Coordinate procurement of assets and recruitment of staff</li> <li>• In charge of staff training and development plans.</li> <li>• In charge of Information and communication Technology needs.</li> <li>• Supervise the preparation of annual and periodic budgets.</li> <li>• Supervise the preparation of periodic financial reports.</li> <li>• Review performance of computer accounting package.</li> <li>• Backstopping support to country offices in the Great lakes region.</li> <li>• Preparation of funding project proposals</li> <li>• Constant liaison with head office in London on operational and strategic issues.</li> <li>• Participate in development of country office strategic plan.</li> <li>•</li> </ul>
5	<p>Action on Disability and Development Uganda Development Programme. Funders, EU, COMIC RELIEF, Bread for the World and DFID</p>	<ul style="list-style-type: none"> <li>• Head of Finance and Administration Departments</li> <li>• Supervise and coordinate the work of Finance Officer and Administrative Officer.</li> <li>• Support the external audit function including follow-up of audit queries raised in liaison with internal auditor</li> <li>• Management of donor contracts for compliance</li> <li>• Advisor to Program Director on matters of finance and administration</li> <li>• Coordinate procurement of assets and recruitment of staff</li> <li>• Preparation of annual and periodic budgets.</li> <li>• Preparation of periodic financial reports.</li> </ul>
6	<p>Eastern Private Sector Development Centre Limited Funders UNDP / GOU</p>	<ul style="list-style-type: none"> <li>• Head of Finance and Administration Departments</li> <li>• Delivery of financial consultancy to clients</li> <li>• Preparation and management of budgets.</li> <li>• Procurement and assets management.</li> <li>• Advisor to Chief Executive Officer in Financial matters.</li> <li>• Preparation of management reports to CEO</li> </ul>
7	<p>Uganda Cooperative Savings and Credit Union Limited (WOCCU / SACCONET Project) Funders: USAID / GOU</p>	<ul style="list-style-type: none"> <li>• Head of accounts department</li> <li>• Preparation of monthly financial reports</li> <li>• Responsible for all staff in the department</li> <li>• Coordination and planning departmental activities</li> <li>• Initiating necessary accounting policies</li> <li>• Risk management &amp; planning for micro finance service delivery</li> </ul>
8	<p>Uganda Electricity Board</p>	<ul style="list-style-type: none"> <li>• Check and test internal controls in all departments</li> </ul>

		<ul style="list-style-type: none"> <li>• Reporting to chief internal auditor</li> <li>• Preparation of periodic audit programmes</li> <li>• Verification of staff payrolls</li> <li>• Audit of supplies and stores</li> </ul>
9	Barclays Bank Uganda	<ul style="list-style-type: none"> <li>• Cashiering</li> <li>• Preparation of staff payroll</li> <li>• Preparation of period financial reports to BOU</li> <li>• Preparation of payment vouchers</li> <li>• Customer service to clients opening accounts</li> <li>• Processing cash transfers for foreign and local currency</li> </ul>

## REFERENCES

	Name	Institution	Title	Contact
1	Mr. Samuel Nsubuga	African Centre for Treatment and Rehabilitation of Torture Victims (ACTV)	Chief Executive Officer	Telephone 0772 121403, 0312263918 Email ceo@actvuganda.org
2	Ms. Namulondo Sarah Mugerwa	TPO Uganda	Director Finance & Administration	Telephone 0772 435067 Email : Namulondo_sarah@yahoo.com Or snamulondo@tpoug.org
3.	Mr. Julius Makuma	Goal Uganda	Financial Controller	Telephone 0782629873 / 0703591641 Email : juliusmakuma@yahoo.co.uk