

Job Opportunity

Date: Friday September 11, 2026

Job Title: Assistant Accountant

Programme: FETP Democratic Republic Of Congo (DRC)

Reports to: Finance Officer

Duty Station: AFENET-FETP DRC Office

Application deadline: Friday September 25, 2026

Background:

The African Field Epidemiology Network (AFENET) is a non-profit organization established in 2005 with a mission to improve human health through the strengthening and expansion of applied epidemiology and laboratory capacity in partnership with Ministries of Health, Non-Governmental Organizations, international agencies, private sector and other public health agencies. AFENET has its headquarters in Kampala, Uganda with operations in more than 40 African Countries.

The United States Centers for Disease Control and Prevention (CDC), in collaboration with the African Field Epidemiology Network (AFENET) has been supporting Ministries of Health in Sub Saharan Africa to implement field epidemiology and laboratory training programs (FETPs) for public health workers at national and subnational levels of the health systems. FETPs are field based trainings with participants spending 25% of the time in classroom and 75% in the field providing public health services while acquiring core competencies in field epidemiology that include public health surveillance, interpretation, outbreak investigation and response, epidemiologic methods and scientific communication.

AFENET seeks to recruit a competent person for the position of **Assistant Accountant for the FETP Democratic Republic of Congo (DRC) Programme.**

Major duties and responsibilities.

The Assistant Accountant will be responsible for:

- Review of financial documents to ensure accuracy of the information and compliance with the organization's financial policies and procedures.
- Preparation of vouchers and entering transactions into the accounting system and/or excel ledgers.

- Review advance requests to ensure that no additional advance is given while there is an unaccounted-for advance against a staff.
- Assist in review of accountabilities submitted by staff and sub recipients to ensure accuracy and completeness of the accountabilities.
- Participate in generation of monthly advance reports and submission to the Finance Office for review before passing them to staff and sub recipients with outstanding advances.
- Keep track of all advances to ensure accuracy of the advance balances and reconciliations.
- Ensure proper coding of all the expenditures done in line with the organization's approved codes.
- Assist in coordination on financial matters with third parties like vendors, banks, DSSF, ONEM, PAYE
- Ensure filing of all the accountability and supporting documents with proper references for ease of retrieval and in accordance with the Organization's and donor requirements.

Academic requirements:

- A Bachelor's degree in Commerce, Accounts or Business Administration with a bias in accounting.
- Level 2 ACCA or CPCC or equivalent professional qualification an added advantage.

Required experience:

- At least 2 years of work experience in same position obtained from a busy and reputable organization.
- Knowledge and experience of Accounts packages and Ms. Office packages a must.
- Knowledge of OHADA accounting principles.

Functional Skills

- Familiarity with the financial management practices and processes
- Excellent financial and narrative reporting skills
- Excellent organizational and time-management skills
- Skills in project and Programme management
- Excellent financial innovative reporting skills.
- Excellent computer skills, including accounting software capabilities, proficiency with e-mail and internet applications, experience in using office software applications such as MS Excel, Power Point and Word
- Knowledge of public and internal organizations

Personal Abilities

- Analytical and problem-solving abilities
- Ability to build strong relationships internally and with external actors.
- High level of autonomy at work, yet with profound team spirit.
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team
- Awareness of technological trends and apply necessary technology to the daily work when necessary
- Adaptive, patient, resourceful, resilient and flexible.

Language Requirement:

- Applicants must be proficient in French and English languages.

Remuneration:

Remuneration for this position is competitive

Application Process

- Interested candidates should submit their application letters and Curriculum Vitae detailing their academic qualifications, experience, skills and attach copies of relevant academic and professional certificates.
- Names and contact details of three professional referees to.

The Human Resource Office, African Field Epidemiology Network (AFENET).

Applications should be submitted online through <https://recruitment.afenet.net>, with a copy sent by email to sec@afenet.net.

Please note that ONLY shortlisted candidates will be contacted for interviews.

Please note that all applications should be sent online by close of business 5:30 pm (EAT) Friday September 25, 2026.