



JOB OPPORTUNITY

1. ORGANISATION PROFILE

Brainwave Careers Uganda Ltd is a registered education support-based company in Uganda. Our mission is to empower the youth with the self-knowledge to find their rightful place in the world of work through education and career guidance. Our vision is “To establish ourselves as one of the leading support companies through Education and Career guidance.”.

Brainwave Careers Uganda Ltd hereby seeks the services of a highly qualified, self-motivated, dedicated, innovative, and result-oriented individual for employment to fill the position of Document Compliance Officer;

Job Title: Document Compliance Officer

Reports to: Finance Manager

Salary Grade: B5

Classification: Contract, Full-time

Duty station: Kampala

Job Purpose: Responsible for ensuring accurate, complete, timely, and systematic filing of all organizational documents, both physical and electronic, with special focus on uploading support documents onto the shared drive for finance and program activities.

Duties and Responsibilities

(a) Documentation management

- Maintain a physical and digital filing system: Ensure proper and secure file naming conventions and folder structure are followed.
- Upload and organize payment vouchers, invoices, receipts, contracts, attendance sheets, approvals, and accountability documents.
- Scan, rename, and archive all finance and program documents, including activity and or training reports.
- Track missing support documents and follow up with the responsible staff.
- Track program updates such as Risk registers, policies and procedures and or Asset registers.

(b) Compliance and quality assurance

- Prepare audit support files for internal and external audits.
- Monitor and support donor compliance reviews by ensuring documentation completeness in line with donor requirements and flag any gaps and follow-up actions.
- Conduct internal audit review of files and compliance with donor statutory and regulatory requirements.
- Support shared drive administration and folder permissions.
- Control access to the organization's confidential information in accordance with data protection and safeguarding guidelines.
- Maintain confidential staff and supplier records.
- Conduct monthly file completeness checks. Ensure backups and version control for critical files.
- Provide periodic activity reports to the supervisor
- Perform any other lawful duties as may be assigned by the supervisor.

Minimum required qualifications:

- Bachelor's degree in IT, Records Management, Library Science, Business Administration, Procurement, Accounting, or related field.

Experience:

- At least 3 years in document management, compliance support, records management, or administrative systems
- Experience in NGO or donor-funded environments is an added advantage.

Technical Expertise

- Strong IT skills (Excel, Word, PDF tools, Google Drive, SharePoint)
- Excellent document organization and archiving
- Good interpersonal skills
- Attention to detail
- Confidentiality
- Ability to work under pressure

2. EMPLOYMENT TERMS

As a responsible and equal-opportunity employer, Brainwave Careers is committed to providing competitive employment terms to successful candidates with the right qualifications, skills, competencies and experiences.

3. HOW TO APPLY;

Interested individuals who meet the job requirements/specifications and with the right personal attributes are invited to submit their application letters and updated CVs to recruitment@brainwavecareers.com by 5:00 pm on 6th July, 2026. The application letter should be addressed to the Managing Director, Brainwave Careers Ltd, P.O. Box 128810, Kampala Uganda. Only shortlisted candidates will be contacted.